**Bentley New Village Reduced Timetable Policy**

BENTLEY NEW VILLAGE PRIMARY SCHOOL

HEADTEACHER: VICTORIA SIMMONS

2025-2027

Reduced Timetable Policy

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| **PERSON RESPONSIBLE FOR POLICY: APPROVED: SLT & Governors** | **Abigail Smith** |
| **DATE: March 2025** |
| **SIGNED:** A.Smith | **ROLE: Assistant Head Teacher** |
| **TO BE REVIEWED:** | **March 2027** |

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## OUR SCHOOL VISION

Together, we will create a calm and welcoming learning environment and work together to secure success for all. We will strive to create a safe, caring, supportive and inclusive school.

Our school will equip its pupils with the skills that society and the local community demand and so we will value the skills and learning that children need in order to look after themselves, their families, their health, their mental well-being and their bodies. We will strive to teach the whole child and create life-long learners and pro-active citizens.

## ETHOS

We believe that:

1. All children can learn. All staff and children are able to recognise the value of learning.
2. *All staff*, working at New Village, will have consistently high expectations of children’s learning potential, attitudes and behaviour and take corporate responsibility for ensuring these in, and around, school.
3. Learning takes place in *all areas* of our school and through the *entire*learning day - inside and outside of the classroom.
4. Children should be taught how to learn; learning how to be an outstanding learner.
5. Consistently challenging, dynamic, engaging and empowering teaching leads to outstanding learning, resulting in a school where *every* child’s potential is realised.
6. *All staff* will value *every child’s contribution* to the school and strive to create a learning environment that brings out the full potential in all.
7. Rigorous, continuous monitoring, thorough and informed evaluation and accurate analysis of *all the elements* of teaching, is essential in ensuring high-level teaching and learning.
8. Learning at New Village will produce and enhance a learning skills-set that will be lifelong; we will actively promote this for every child and for all staff.
9. New Village School will demonstrate its commitment to quality teaching and learning through its dedication to *continuous professional development* for all staff; recognising and exploiting all opportunities to enhance its workforce and the learning environment.
10. All children will be encouraged to develop as individuals.  Their creativity, talents, differences and uniqueness.

## OUR SCHOOL VALUES

Determination – Resilience – Tolerance – Cooperation – Creativity – Curiosity

Our mission statement, **“What Challenges us, Changes us”**

## PURPOSE

This policy aims to provide clear expectations and direction to all as to how Bentley New Village will implement a Part Time Timetable at Bentley New Village. We aim to introduce a Part Time Timetable to support our most vulnerable children in accessing their education in a supportive, safe and stress free environment. The purpose of our Part Time Timetable is to:

* Enable a pupil to access part of the learning day positively
* Reduce the stress, anxiety and anger a pupil may feel if they were otherwise accessing a full timetable
* Enhance the productivity of the pupil in a shortened period

As of January 2023;

“A reduced timetable should not be used to manage a pupil’s behaviour.”

***Working together to improve school attendance, DfE, September 2022.***

## FULL-TIME EDUCATION

All pupils of compulsory schools age are entitled to a full time education.

The White Paper (March 2022) recommends that the school week should be 32.5 hours.

## DEFINITION OF A PART-TIME TIMETABLE

The Department for Education statutory guidance on the use of part-time timetables and suspensions is very clear: *All pupils of compulsory school age are entitled to a full-time education. In very exceptional circumstances there may be a need for a temporary part-time timetable to meet a pupil’s individual need. For example, where a medical condition prevents a pupil from attending full-time education and a part time package is considered as part of a reintegration package. A part-time timetable must not be treated as a long term solution. Any pastoral support programme or other agreement must have a time-limit by which point the pupil is expected to attend full-time or be provided with alternative provision.* (Pg19, School Attendance, Department for Education, August 2020)

In agreeing to a reduced timetable, a school has agreed to a pupil being absent from school for part of the week or day and therefore must record it as an authorised. This is a safeguarding matter as every child is legally entitled to a full-time education and the law requires that children are kept safe in school.

## ILLEGAL/INFORMAL EXCLUSIONS

The Statutory Guidance on School Exclusion from the DfE states that: *“Informal” or “unofficial” exclusions, such as sending a pupil home to “cool off”, are unlawful. ALL exclusions of a pupil must be formally recorded.* (Paragraph 13, Exclusion from maintained school, Academies and pupil referral units in England, DfE).

If it is necessary for a pupil to attend for fewer hours than their peers, this agreement must be formalised in a part-time timetable agreement and must follow the guidelines in regard to consent and timescales.

## LEGITIMATE AND LAWFUL PART-TIME TIMETABLES

Part-time timetables should only be used in very limited circumstances. For example:

• Where a pupil has a short-term medical condition that prevents full-time attendance for a time limited period.

• As part of a staged reintegration following an extended period of absence.

## PRINCIPLES OF A PART-TIME TIMETABLE

The following principles should underpin requests for part-time timetables. A reduced timetable should be:

• A response to an assessment of need.

• Should be for limited period (suggested maximum length 8 weeks).

• Reviewed regularly and amendments agreed.

• Clearly understood by all parties including support agencies as appropriate.

• Risk assessed to evaluate the impact on the pupil.

• One that allows work to be completed at home and school, which equates to their full-time school hours (providing they are medically fit).

• Recorded with the local authority using the correct reporting form. Parents/carer and child must:

• Consent and agree to participate in part-time timetable agreement by signing the reporting form.

• Indicate within the agreed plan how they will guarantee the pupil’s safety off site and undertake supervision of school work.

## PUPILS WITH A STATEMENT OF SPECIAL EDUCATION NEEDS OR AN EDUCATION, HEALTH & CARE PLAN

A reduced timetable should only be used for a pupil with a Statement of Special Education Needs or an Education, Health & Care (EHCP) in very limited circumstances. A pupil should not be put on a reduced timetable because of their special educational need as this may constitute discrimination. In some cases, a special educational need may also be a disability and therefore constitute a protected characteristic under the Equity Act 2010.

* When a reduced timetable is being considered for a child with an EHCP or Statement, the school must first convene an interim annual review to secure the agreement of both parents/carers and the SEND caseworker and to ensure that all elements of the provision are met through the reduced timetable arrangement.
* Under the SEND Code of Practice, all parties, including parents and the young person, must be given at least two weeks’ notice of the date of the Annual Review meeting (SEND Code of Practice, para 9, 176) and updated records must be shared with participants prior to the review.
* This means that no reduced timetable can be implemented with immediate effect. If it is required as an emergency measure, however, the annual review must be convened within two weeks of the start date.

## LOOKED AFTER CHILDREN

Looked after children are some of our most vulnerable pupils and therefore a reduced timetable should only ever be implemented in exceptional circumstances, and when all other interventions have been tried.

* A reduced timetable for a Looked after Child should never be implemented without the written agreement of the Virtual School.
* Best practice states that an interim PEP meeting should be called if a reduced timetable is being considered as an intervention.
* Use of the part-time timetable should be agreed at the appropriate multi agency meeting prior to the timetable commencing and should be recorded in the minutes of the meeting as appropriate.

## CHILDREN ACCESSING SUPPORT FROM EARLY HELP OR SOCIAL CARE

When the child is subject to a Child in Need / Child Protection or Early Help plan, a reduced timetable should only be used in the most exceptional circumstances

* A reduced timetable for a child subject to a child protection or child in need plan should never be implemented without the written agreement of the child’s social worker. •
* Use of the part-time timetable should be agreed at the appropriate Team around the Child meeting prior to the timetable commencing and should be recorded in the minutes of the meeting as appropriate.

## MARKING THE ATTENDANCE REGISTER C code: Leave of absence authorised by the school

In respect of part-time timetables, the guidance states:

*In agreeing to a part-time timetable, a school has agreed to a pupil being absent from school for a part of the week or day and therefore must record it as authorised absence.*

(Pg19, School Attendance, Department for Education, August 2020).

## REPORTING PART-TIME TIMETABLES TO THE LOCAL AUTHORITY

Schools must notify the Inclusion Service of any reduced timetables at the point they are agreed. Schools must scan a signed copy of the 22-23 Part Time Timetable reporting form and send to the Inclusion Team.

If the child is looked after or previously looked after, the information should also be copied to the Virtual School contact..

* Doncaster Council requires all schools to report any pupils who are accessing a part-time timetable to the Local Authority without delay.
* Schools should complete the Doncaster Part Time Timetable Reporting Form for each pupil that is accessing a reduced timetable.
* Section one should be fully completed when the part-time timetable is implemented. Schools do not need to wait for authorisation from the LA before commencing the part-time timetable.
* Section 2 should be completed every time the part-time timetable is reviewed/ adjusted. The updated reporting form should be sent to ptt@doncaster.gov.uk
* Section 3 should be completed when the part-time timetable is terminated. The updated reporting form should be sent to [ptt@doncaster.gov.uk](mailto:ptt@doncaster.gov.uk)

## Part Time Timetable Checklist for School

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|  | Appropriate assessment has been undertaken and confirms the need for a reduced timetable to secure improved outcomes. |
|  | A risk assessment has been undertaken to ensure pupil safety whilst off-site. |
|  | The objectives of the reduced timetable and the arrangements associated with its creation and review are recorded within a plan. |
|  | The parent/guardian have consented in writing. |
|  | If the pupil has an EHCP or Statement, the reduced timetable and plan has been agreed through an interim Annual Review, exceptional circumstances have been considered and relevant Officers informed (see guidance page 5). |
|  | If the pupil is accessing support from Early Help or Social Care, a multi-agency meeting of professionals involved has been convened to agree the plan. |
|  | Arrangements have been made to review the plan by the mainstream school within 8 weeks. |
|  | The plan ensures that the pupil has sufficient (amounting to full time) education and appropriately differentiated work to complete for the hours out of school. Arrangements for marking, assessment and feedback are in place. |
|  | Complete the part-time timetable reporting form and return to the LA at ptt@doncaster.gov.uk |