

Solihull Local Authority's Part-time Timetable Process

September 2018

DfE statutory guidance on the use of part-time timetable and exclusions is very clear:

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. (p14, School Attendance, DfE)

Part-time timetables should only be used in very limited circumstances, for example:

- Where there are behavioural difficulties and the school is trying a part-time timetable as an intervention to try and avoid exclusion as part of a pastoral support plan (PSP) or a planned reintegration package.
- Where a pupil has a short-term medical condition that prevents full time attendance for a time limited period.
- It will be expected that a Graduated Approach will have been followed and specialist advice sought.
- Where the child has SEND the Assess/Plan/Do/review cycle will have been followed and this intervention will have been agreed following the review stage.
- For children or young people with an Education and Health Care Plan, a part-time timetable should only be implemented following either an interim, or annual, review of the Education and Health Care Plan. A part-time timetable should: have clearly defined objectives; be for a specified and limited period of time; be kept under regular review; not be implemented without written parental agreement and the consent of the SEN Case Officer.

Where a part-time timetable is being considered the LA advises that the following process should be implemented:

1. A Team Around the Child meeting, or equivalent, should be arranged. School, parent/carers and any other professionals should meet to discuss the reason for the need for a part-time timetable, the nature of the reduced timetable and the accompanying support.
2. Where a child or young person is thought to require a part-time timetable in order to support their inclusion within a mainstream setting, prior to following this process, advice will have been sought from a specialist teacher, Educational Psychologist, or professional who specialises in the area of need of the child or young person.
3. Parent/carers must consent to the support package and a reduced timetable, and sign the part-time timetable agreement form.

4. School will develop a **Reintegration Plan** which outlines objectives and success criteria, how the time table will be increased and what support will be put in place to maximise successful reintegration.
5. The Reintegration plan will be shared with pupil and parents.
6. Review dates will be agreed, this should ordinarily be fortnightly.
7. The Local Authority should then be notified of the agreement to the part-time timetable. Notification including the completed and signed Part-time Timetable Agreement, with the agreed Reintegration Plan, and where relevant Medical Plan, should be securely emailed to the HoS SEND 0-25 ann.lowe@solihull.co.uk.
8. The Personal Assistant (PA) to the HoS SEND 0-25 will record the agreement to the part-time timetable on the child's Tribal Record and attach the Part-time Timetable Agreement and Reintegration Plan. The LA will keep a record detailing the names of children and young people supported by a part-time timetable, their school, start date and review date.
9. A Team Around the Child (TAC), or equivalent, review meeting will be held after 6 weeks. The TAC will discuss what progress has been made and agree next steps. The TAC will inform the HoS SEND 0-25, if the child or young person no longer requires a part-time timetable. The PA to the HoS SEND 0-25 will record the date the part-time timetable has ended on the child or young person's Tribal Record.
10. Any increase in the duration to the part-time timetable will require further approval from the HoS SEND 0-25 and any extension to approval should be recorded on the Tribal Record.

Guidance on the use of part-time timetables is being drafted by the Local Authority and will be available in the Spring Term 2019.

This process and related forms are available on the Local Offer.