

## 15. Part-time Timetable



Every child of school age is entitled to full-time education that suits their age, ability, and any special educational needs (SEN). It may sometimes be necessary for a child or young person to have a part-time timetable. This means your child attends school for less than the full school day. This is sometimes used as a short-term measure to support a child's needs, especially if they are struggling with behaviour, anxiety, medical issues, or transitions.

### Why Might a Part-Time Timetable Be Used?

Part-time timetables are rare. They are occasionally suggested by schools, as a temporary measure, to:

- Help your child settle back into school after a long period of absence
- Support a child with special educational needs and/or disabilities (SEND) or emotional needs
- Manage a temporary health condition
- Reduce stress or anxiety while building confidence.

### What Should Parents Know?

- It must be agreed with you – schools cannot place a child on a part-time timetable without your consent
- It should be short-term – usually no longer than 6 weeks, and regularly reviewed
- There must be a clear plan for your child to return to full-time education
- The school should explain how your child's learning will be supported while they are not in school
- If your child has SEND, the school should consider whether additional support or adjustments could help them attend full-time
- It must be recorded with the local authority
- Parents must ensure their child is safe and supervised when not in school.

### What Should Be in the Plan?

A proper part-time timetable should include:

- The reason for the reduced hours
- The length of time it will last
- What support is in place during and after school hours
- A review date to check progress
- A plan for returning to full-time education.



**Email:** [SENDIAS@doncaster.gov.uk](mailto:SENDIAS@doncaster.gov.uk)

**Telephone:** 01302 736920

**Web:** [doncasterSENDIAS.co.uk](http://doncasterSENDIAS.co.uk)

**Facebook:** [Doncaster SENDIAS](https://www.facebook.com/DoncasterSENDIAS)

## Your Rights as a Parent

- You can ask questions and request changes to the plan
- You can decline a part-time timetable if you feel it's not in your child's best interest
- If your child is on a part-time timetable for a long time, you can ask the school to explore other support options, such as following the [Graduated Approach](#). Behaviour issues may be a sign of unmet needs – schools should assess and support accordingly.

## Special Educational Needs and/or Disabilities

If your child has special educational needs and/or a disability, the school must make reasonable adjustments and provide extra support. A part-time timetable must not be used just because of special educational needs – this could be discriminatory.

## Children with an Education, Health & Care Plan (EHCP)

If your child has an EHCP, a reduced timetable should only be used in very limited situations.

- It requires an interim annual review with you, school and the SEN Officer
- It cannot start immediately unless it's an emergency - then a review must happen within 2 weeks
- A part-time timetable must not prevent the delivery of the support and provision outlined in your child's EHCP. If it does, the school may be acting unlawfully or discriminating against your child.

## Children in Care or Under Protection Plans

For Looked After Children or those with Child Protection/Early Help plans:

- A reduced timetable must be agreed in a Team Around the Child meeting
- The Virtual School or Social Worker must give written approval.

## How Attendance Is Marked on a Part-Time Timetable

When you agree to a part-time timetable for your child, it means the school has officially approved your child to be away from school for part of the day or week.

- This time away is recorded as an authorised absence – so it's not counted as unauthorised absence.
- If your child is doing school-related activities outside of the school building (like learning at home or attending a medical appointment), the school can mark this as an approved educational activity, as long as it follows official rules and guidance.



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## Further Advice

For further advice, you can contact the School Admissions Team on 01302 736000. Alternatively, please contact the Behaviour & Inclusion Team on 01302 734845 or Behaviour Outreach Support Service (BOSS) on 01302 736892.

You can also contact Doncaster [SENDIAS Service](#) by calling [01302 736920](tel:01302736920) or email: [sendias@doncaster.gov.uk](mailto:sendias@doncaster.gov.uk).



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