



Parent Guide to Full time Education & Part-Time Timetables

Full- time Education

Legally, full-time education is defined in statute as:

- 21 hours at Key Stage 1
- 23.5 hours at Key Stage 2
- 24 hours at Key Stage 3
- 24 hours at Key Stage 4 (Year 10)
- 25 hours at Key Stage 4 (Year 11)

Legitimate and Lawful Reduced Timetables

Reduced 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.
- When there are behavioural difficulties and the school is trying a part-time timetable as an intervention to avoid permanent exclusion

When the reduced timetable is introduced as an intervention for a behavioural difficulty, it will only very rarely be appropriate to repeat the intervention. Different interventions need to be utilised if the reduced timetable failed

Key Points:

A reduced timetable should be:

- A response to an assessment of need.
- Should be for limited period (suggested maximum length 8 weeks).
- Reviewed regularly.
- Clearly understood by all parties.
- 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 pro-forma.

Parents/carer and child must:

- Consent and agree to participate in the Personal Support Plan (PSP) / Individual Behaviour Plan (IBP) / Support Plan (SP) or similar by signing the agreed plan.



	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 associate with its creation and review are recorded within a plan.
	The parents / carer have consented in writing. If the pupil is LAC, the Virtual School has been involved in developing the plan.
	If the pupil has an EHCP, the reduced timetable has been agreed through an interim Annual Review.
	If the pupil is accessing support from Early Help or Social Care, a multi-agency meeting of professionals involved has been convened agree a plan.
	Arrangements have been made to review the plan 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.

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

Reduced timetables- Legal Requirements & Doncaster Protocol Checklist