

## What is a part-time timetable?

### Definition:

A pupil is on a part-time timetable when the school and parents have agreed a revised timetable in which the pupil is expected to attend for fewer hours / days than would be considered normal in full-time education.

If your child has been finding it difficult to attend school full-time it may have been suggested that they attend for a short-term period on a part-time timetable.

Part-time timetables must only ever be used in very limited circumstances, for children finding it difficult to attend either mainstream or special school full-time.

A part-time timetable can be used for reasons, in the majority of cases, but not limited to:

- As a reintegration strategy, an intervention to avoid suspensions leading to permanent exclusion, part of a pastoral support plan (PSP)
- Where a short-term medical condition prevents full-time attendance for a time-limited period.

A part-time timetable should only ever be a short-term solution for your child, in their best interest, and a way of improving things for them.

### Useful contacts:



**Parent guide on behaviour and exclusion.**  
[guide for parents on school behaviour and exclusion - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

#### **Rotherham Exclusion Team**

Telephone: (01709) 808004

#### **The Coram Children's Legal Centre**

Website: [www.childlawadvice.org.uk](http://www.childlawadvice.org.uk)

#### **Rotherham's Parent Forum** Email [admin@rpcf.co.uk](mailto:admin@rpcf.co.uk) or

Telephone: (01709) 296262

**ACE Education** runs a limited advice line service on 0300 0115 142 on Monday to Wednesday from 10 am to 1 pm during term time.

**Information can be found on the website:**

<http://www.ace-ed.org.uk/>.

**SENDIASS (SEN and Disability Information, Advice and Support Service)** Telephone: (01709) 823627

#### **SEND Local Offer**

<http://www.rotherhamsendlocaloffer.org>

**The Coram Children's Legal Centre Website:**

[www.childlawadvice.org.uk](http://www.childlawadvice.org.uk)

# What is a Part - time Timetable?

**Information Leaflet  
for Parents/Carers**

## Key Points

- All children of compulsory school age, including those with a special educational need or disability, are legally entitled to a full-time education; they have a right to an education that meets their needs.
- This applies to all types of school setting: maintained schools, foundation schools, academies, free schools, special schools, and support centres.
- Children should only be on a part-time timetable (i.e., attending their school setting for anything less than full-time) in exceptional circumstances where it is better for the physical or mental health of the child to attend for fewer hours.
- Schools should not provide a part-time timetable as a way of managing your child's additional support needs. Long-term part-time attendance might be a sign that the right support is not in place for a child, or they are not attending the right school.
- Part-time timetables should only be used for short, specified periods of time and should have an accompanying plan (either in the form of a Pastoral Support Plan or other written plan) which specifies what support is going to be provided and the steps and timescales to support your child back into full-time education.
- The plan might need to be revised if the child's circumstances change but a part-time timetable should always be reviewed regularly and if progress back into full-time education is not being made as planned then more support may need to be put in place and advice from external agencies should be requested to help with this.

- Schools **must have** parental, signed consent to place a child on a part-time timetable so if you do not think it is in your child's best interest and do not agree to it then it would be unlawful for school to send your child home.
- Your child will be given work to complete at home that is relevant to their learning.
- If your child is receiving free school meals, the school should make arrangements with you on how they can be accessed if your child is not attending over lunchtime.

## What happens before I consider agreeing to a part-time timetable?

You and your child will be invited by the head teacher, or a member of the school staff, to attend a meeting to formally discuss a part-time timetable. Other professionals may need to attend this meeting to make sure it is the right course of action for your child and in their best interest. You will need to attend this meeting

**Before the meeting.** It is important to have a discussion with your child and find out what their views are. If your child has a support worker, you may want them to be involved. It is important that anybody else supporting your child or family is also involved and aware that a meeting is taking place to discuss a part-time timetable.

If you would like to bring someone with you to the meeting to represent your views, you should have the opportunity to do so.

### At the meeting

- The reasons for the part-time timetable should be explained to everybody involved in your child's plan.

- If you have a social worker or other agencies already involved with your child or family then they would also need to be involved in discussions as their views must also be considered.
- You will need to be able to supervise your child whilst they are not attending school. You will be asked if you are able to do this.
- Details of your child's education arrangements in and outside of school should be explained to you, also confirmation that free school meals, if entitled to them, will continue to be provided.
- You will need to agree to the terms of the part-time timetable. It is important that you understand the details before signing a written agreement; if you are unclear about anything that has been discussed, ask for clarification.

## What happens if I do not want to agree to a part-time timetable?

It is important that you share your views with school.

You and your child have no legal obligation to accept a part-time timetable; a part-time timetable cannot be enforced.

Schools have a statutory duty to provide full-time education.

You should not feel pressured into engaging with a part-time timetable because your child has been suspended.

School should discuss an alternative plan with you in an attempt to overcome the barriers your child may be experiencing.