

# Part-time/Reduced Timetables

## New Reporting Requirements

Edwina Langley – Lead Attendance Officer  
Education Legal Intervention Team (ELIT)



# Session content

- Overview
  - DfE and Ofsted view
  - Statutory duties
  - When can part-time/reduced timetables be used?
  - Registration codes
  - Key points to consider
  - Vulnerable children
  - Notifying the local authority
  - Phased implementation
-

# Overview

- New BCC Guidance
- Notifying the local authority – online form
- Part-time provision/reduced timetables – when provision consists of less than the hours provided to their peers
- Integration/Reintegration – not Reception for normal integration
- Exceptional circumstances
- Legal entitlement to a full time education
- Children missing education
- Safeguarding responsibilities

# DfE Guidance

The Department for Education 'School attendance: guidance for schools

- Can children be placed on a part-time timetable? *'As a rule, no'*
- Temporary to meet a child's individual needs e.g., medical condition or reintegration
- Not treated as a long term solution
- Support programme or plan with a time limit
- Full-time or provided with alternative provision

# 2013 Ofsted Report 'Pupils missing out on education'

- The 'usual way' – *'provision attended by the vast majority of children and young people of compulsory school age in England. Typically, they attend school for between 21 and 25 hours a week, as appropriate for their age, for 38 weeks a year.'*
- *'Schools, including academies and free schools, should: inform the local authority of any part-time education arrangements, regardless of the type of school'*

# Ofsted School inspection handbook – September 2021

*‘If inspectors reasonably believe that a school is inaccurately recording attendance, has changed the timing of session registration to game attendance rates or is using part-time timetables inappropriately, then inspectors are likely to judge leadership and management to be inadequate.’*

- Part-time/reduced timetables have to be in the interests of the child and not the school.
- If arrangements are made primarily in the interests of the school, Ofsted may view this as ‘gaming’ or as an unlawful exclusion.

# Statutory Duties

- Local authorities
  - Must identify and track any pupil missing education (any pupil on a reduced timetable is deemed to be at risk of missing education and therefore needs to be identified and tracked)
- Schools
  - Must have regard and consideration for the safeguarding issues and the impact this might have on a child when considering a reduced timetable.
  - Are responsible for the safeguarding and welfare of pupils off-site during school hours.
- Section 157 and 175 of the Education Act 2007 places a duty on local authorities and schools to exercise their functions with a view to safeguarding and promoting the welfare of children

# When can a part-time/reduced timetable be used?

## BCC guidance

- In school support package where absence is due to disaffection
- Reintegration Package – following exclusion, emotionally based school avoidance, non attendance (due to Covid)
- Part of a medical plan with health professionals where child's recovery from a serious medical condition is the priority outcome
- Ideally no more than 6 weeks until child fully integrated



# Registration codes

- Session where child should be at home - not required to attend as part of the plan – code C
- Session scheduled for attendance
  - ✓ Present mark if attended
  - ✓ Appropriate absence mark if didn't attend (e.g. C, M, I, O, G)
- Code B or D must never be used where a work package or remote learning is offered for the session the child is not required to attend – *'gaming'*

# Key points to consider

- End date – not a long term plan
- Cannot be used as a form of exclusion for part of the day
- Persistent absentee – schools data (child may also have usual absence such as illness)
- Parental consent – must not be coerced (Appendix 1)
- No more than 6 weeks – if more discuss with ELIT
- Clear objectives in writing
- Regular dates for review

# Vulnerable Groups

- Pupils with SEND – be mindful of discrimination if PT provision only offered because the child has SEND – agreement with Ed Psych and or SENAR
- Pupils with EHCPs – agreement required with Ed Psych/SENAR
- Children in care – consent of virtual school and social worker
- Children with CIN/CP plan – core group and social worker agreement
- Reception children – no need for notification unless the normal integration period is extended to support their needs

# Notifying the local authority

- Part of schools' safeguarding responsibilities
- BCC guidance and online form
- Complete online form for each child at the commencement of the part-time/reduced timetable – dates
- One PDF – attendance printout for previous and current academic year
- Include:
  - Any SEND information (details of primary need), dates of EHCP plan or review date
  - Other agencies working with the family (including names and contact details of workers), details of consent from parents,
  - CP/CIN plan, CIC etc

# The local authority's role

- Maintain a database
- Monitor if the part-time/reduced timetable has ended
- If not... what is the plan?
- SEND colleagues
- If there are concerns about legality – guidance and advice
- Review and evaluate the process
- Help us to help you!

# Timeframe for implementation

- Successful pilot during first half-term of summer term
- Phased introduction
  - Primary and secondary schools to trial from 21st June
  - Fully implement from 1st September
  - Special schools from 20<sup>th</sup> September 2021

# Useful links

- BCC Part-time and Reduced Timetables Guidance  
[https://www.birmingham.gov.uk/info/20014/schools\\_and\\_learning/690/pupil\\_attendance\\_advice\\_for\\_schools\\_and\\_professionals/4](https://www.birmingham.gov.uk/info/20014/schools_and_learning/690/pupil_attendance_advice_for_schools_and_professionals/4)  
or <https://www.birmingham.gov.uk/school-attendance-option-4>
- #you'vebeenmissed - <https://bwc.nhs.uk/youve-been-missed>

# Useful email addresses

- Education Legal Intervention Team - attendance/part-time timetable/deletion from roll queries  
[attendance@birmingham.gov.uk](mailto:attendance@birmingham.gov.uk)
- FTB STICK team – email address to request a consultation -  
[bwc.stickftb@nhs.net](mailto:bwc.stickftb@nhs.net)
- Children Missing from Education Team  
[cme@birmingham.gov.uk](mailto:cme@birmingham.gov.uk)
- Elective Home Education Team  
[Home.Education@birmingham.gov.uk](mailto:Home.Education@birmingham.gov.uk)