**PATT FACTS**

**Reduced Timetables**

DfE statutory guidance on the use of reduced timetables 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 part time package is considered as part of a reintegration package.

‘Informal’ or ‘unofficial’ exclusions, such as sending pupils home ‘to cool off’, are unlawful, regardless of whether they occur with the agreement of parents or carers. Any exclusion of a pupil, even for short periods of time, must be formally recorded”. **P.14, School attendance (DfE)**

A reduced 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.

A reduced timetable must only be used with the consent of parents/carers. Any proposal to use a reduced timetable must be discussed with parent/carer before the arrangements start.

Reduced timetables should only be used in very limited circumstances. For example:

* Where there are behavioural difficulties and the school is trying a reduced 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.

Schools should take care to ensure that a reduced timetable is not deemed to be an illegal exclusion. To that end all modified timetables should:

* Have clearly defined objectives;
* Be for a specified and limited period of time;
* Be kept under regular review; and
* Not be implemented without written parental agreement.

Pupils should be provided with sufficient and appropriately differentiated work to do for those hours they are not in school. Arrangements should be made to ensure that the work is marked; assessed and constructive feedback is given to the pupil.

Once tried as an intervention it will only be appropriate on rare occasions to have a further period with a reduced timetable since it shows that the strategy was not working and a different intervention should to be considered.

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The minimum number of hours that constitutes full-time education is not defined in law, however,

The Local Government Ombudsman\* has established that the number of hours of teaching per week considered to represent full-time education is as follows:

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| --- | --- |
| Key Stage 1  (R, Y1 and Y2) | 21 hours |
| Key Stage 2  (Y3 to Y6) | 23.5 hours |
| Key Stage 3 & Y10  (Y7 to Y9) | 24 hours |
| Y11 | 25 hours |

**LGO Report “Out of school…out of mind” (2011)\***

**Pupils with Additional Needs**

A reduced timetable should only be used for a pupil with an Education, Health & Care Plan in very limited

circumstances. If the school feels that they are unable to meet the child’s needs, or the child is at risk of permanent exclusion, an annual review should be held and additional provision or a change of placement should be discussed.

A pupil should not be put on a reduced timetable because of their special educational need as this may constitute discrimination. In some cases, a special educational need may also be a disability and therefore constitute a protected characteristic under the Equality Act 2010.

When a child is Looked After or subject to Early Help or a social care plan, a reduced timetable should only be used in the most exceptional circumstances after other interventions have been tried, as it may place these children at greater risk.

Attached is an example of a reduced timetable agreement.