

# Blessed Edward Oldcorne Catholic College

## Reduced Timetable Protocol

This protocol sets out the statutory position in relation to part-time/reduced timetables, identifying the exceptional circumstances when it might be appropriate to agree a short-term reduced timetable. It sets out the process that must be followed to secure safeguarding responsibilities; entitlement; due process; monitoring and recording.

Colleges have a safeguarding responsibility for all pupils on their roll and therefore must be aware that even with parental agreement to any arrangement they make, they are responsible for the safeguarding and welfare of pupils off-site during college hours. Current guidance from Ofsted states that information about children missing from education is essential and all colleges should notify the Local Authority of any part-time education arrangements.

### **Part-time timetable**

A part-time timetable must not be treated as a long-term plan. The arrangement should always specify an end-date by when it is expected that the child will return to full-time education (or when an alternative will be provided) and be reviewed regularly in the light of any changes to the child's circumstances.

A temporary part-time timetable should provide a means of achieving re-integration to full-time education. It should never be used as a form of exclusion from college for part of the college day or as permanent provision.

### **When might a reduced timetable be used?**

- As part of an in college support package - College, parent/carer and other professionals agree that a short-term (ideally no longer than 6 weeks) reduced timetable would support a pupil who has become disaffected, to regain success. This would be a closely monitored intervention to address and manage the impact of significantly challenging behaviour or emotional or social needs.
- For medical reasons – if a pupil has a serious medical condition, where recovery is the priority outcome. These arrangements would be part of a “medical plan” agreed between the college and health professionals. Reference must be made to the college's policy on working with students with medical needs.
- Reintegration - as part of a planned reintegration programme into college following for example, an extended period out of college following exclusion, non-attendance, college refusal etc. (ideally no longer than 6 weeks)

- **Key points**

- Any proposal to use a part-time timetable must be discussed with the parent/carer before the arrangements start
- A parent/carer must consent (and not be coerced) to a part-time timetable by signing an agreement form. The agreement form must make explicit that they are consenting to a part-time timetable; that they are taking responsibility for the pupil when he/she is not in college and that they are guaranteeing that the pupil will be supervised off site
- The timetable should be for a limited period. The suggested maximum length of a part-time timetable is half a term. If this time need to be exceeded the college will discuss the situation with a relevant Local Authority Officer
- The objectives of any part-time timetable should be clearly recorded and understood
- Any part-time timetable arrangements must be regularly reviewed

**Part-time timetables should only be used in very limited circumstances. For example:**

- Where there are behavioural difficulties and the college is trying a part-time timetable as an intervention to improve behaviour and thereby 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.
- Where a pupil has an on-going medical condition, which necessitates them missing more than 15 college days (or more than 30 sessions) as a result of the condition.

**If a part-time timetable is implemented the college will:**

- Ensure that a part-time timetable is not deemed to be an illegal exclusion.
- Provide pupils with sufficient and appropriately differentiated work to cover the hours they are not in college.
- Make arrangements to ensure that the work is marked; assessed and constructive feedback is given to the pupil.

## **Vulnerable Groups - additional considerations**

### **Pupils with an Education, Health & Care Plan**

- It is illegal to discriminate against pupils on the basis of their special educational needs and/or disability
- A part-time timetable should only be used for a pupil with an Education, Health & Care Plan in very limited circumstances.
- A pupil should not be put on a part-time 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.
- The college will ensure that the provision specified in the EHC plan is delivered in order to meet the child's needs and secure their statutory entitlement.

### **Students with SEND**

The college will ensure it has taken the following steps before recommending a reduced timetable for a student with SEND

- Made reasonable internal adjustments to the student's lessons, the class learning environment and timetable.
- Review SEN provision to uncover any unmet needs
- Contact the local authority SEN service

### **Looked after children**

- A part-time timetable, for a Looked after Child should only be implemented in very limited circumstances and not before all other interventions have been tried. Before proceeding, the following steps are required: A formal review of the child's Personal Education Plan (PEP) Written parent/carer agreement and the consent of both the child's social worker and the Virtual School (or their representative)

### **Children subject to a child protection plan**

Children on a child protection plan are very vulnerable and may be placed at greater risk if placed on a part-time timetable. Therefore a part-time timetable, should only be implemented in the most **exceptional** circumstances when all other interventions have been tried. The following steps are required:

- Formally consult the child's social worker and secure agreement
- Any part-time timetable should only be implemented following a Core Group meeting.

### **Summary of Process**

1. Meet with parents and complete a detailed action plan that sets out a clear path to planned reintegration from part-time provision to full-time attendance, with a date for review. Where appropriate, the child should be actively involved in this planning. The plan should be reviewed if there is a change to his/her circumstances or needs.
2. If the child has a Statement of SEN, or an Education, Health and Care Plan, consult with the local authority's SEND team to ensure that the EHC Plan is implemented fully under a reduced timetable. The college will also consider whether it is appropriate to arrange an interim review, if for example the child's needs have changed and it is considered that this could impact on the ability for the provision to meet his/her needs.
3. Confirm, in writing, which adults will be responsible for the duty of care for the child during school sessions when he/she is not attending; (the college retains full duty of care for all children who are on the school roll if they are receiving education off-site).
4. Obtain written consent to the arrangements from the child's parents/carers. Should parents/carers not agree to the part-time timetable, it cannot be implemented, as without parental agreement a part-time timetable would be considered to be an unlawful exclusion.
5. Keep a central record of the arrangement and reviews and notify the local authority.
6. Record the child's absence from school for sessions when he/she is not in attendance as authorised absence (register code C).
7. Inform the local authority when the child returns to full-time education.

**Reduced timetable action plan**

Student name:	
Date:	
People present at meeting:	

Reasons for college proposing a reduced timetable.
What extra support will be put in place to support the student when they are at college?
Is the student SEND, LAC, PP or in any other vulnerable group?. If yes ensure the protocol has been consulted and steps taken.
Are there any safeguarding concerns?
Expectations for the student when they are not at college to include what they will be doing at home during school time, how they will complete work set, how will they travel to and from the college, how they will access free school meals if they are entitled to them?

Who is the designated adult responsible for the student's care when they are not in college? Will this adult be available when the student is at home?	
Are parents aware that when their child is not in college it will be recorded as an authorised absence?	
Agreed review and full reintegration dates (this plan should be no longer than 6 weeks).	
Specify below the days, times and lessons a student will be expected to be in. Attach a copy of their timetable if possible)	

Parent consent – I agree to the implementation of a reduced timetable for my child and will attend the subsequent review and reintegration meetings. I confirm that I am the designated adult with responsibility for their care when not in college.	Signed:
Staff signature	Signed:

### Review of reduced timetable

Student name:	
Date:	
People present at meeting:	

How is the student managing in college?
Do any changes need to be made to the student's timetable/support?
What are the catch up plans for the education they have missed?
Are transport plans to and from college appropriate?
Are they safe whilst at home?

How is the student's mental health and well being

Is the student on track for complete reintegration at the end of the 6 week period?

Parent signature

Signed:

Staff signature

Signed: