



Part-Time Timetables

Date of next review:	2027	Written by:	Alison Hopkins
Type of policy:	Non-statutory	Committee:	
Signature:			

Policy Statement

At our school **We Foster Success** by providing a safe, happy environment in which all pupils can develop and achieve. We also recognise our responsibility and aim to ensure that all reasonable precautions are taken to safeguard children and staff.

Wyre Forest School is a broad-spectrum special needs school for children aged 4 to 19. Some of our pupils have medical needs that may impact their ability to attend school full time. For these pupils a modified curriculum offer is implemented but on the rare occasion that this does not enable us to meet the pupil's individual needs then there may be a requirement for a temporary part-time timetable.

Statutory Guidance

Statutory Guidance on the use of part-time timetable 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 a part-time timetable is considered as part of a reintegration package. A part-time timetable must not be 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 and/or be provided with alternative provision.

'Working Together to improve school attendance August (2024: p.25)

Wyre Forest School fully recognises its moral and statutory responsibilities for all school aged children to receive full time education.

Purpose

This Part-time timetable policy has been developed in the context of the local authorities' Policy and Guidance for the use of Part-time Timetables. It aims to ensure the use of part-time timetables are only use in very exceptional circumstance as a short-term solution.

The purpose of this policy is to ensure the process of the use of part-time timetables is clear and implemented in context with Worcestershire County Council.

Aims

The policy aims to ensure:

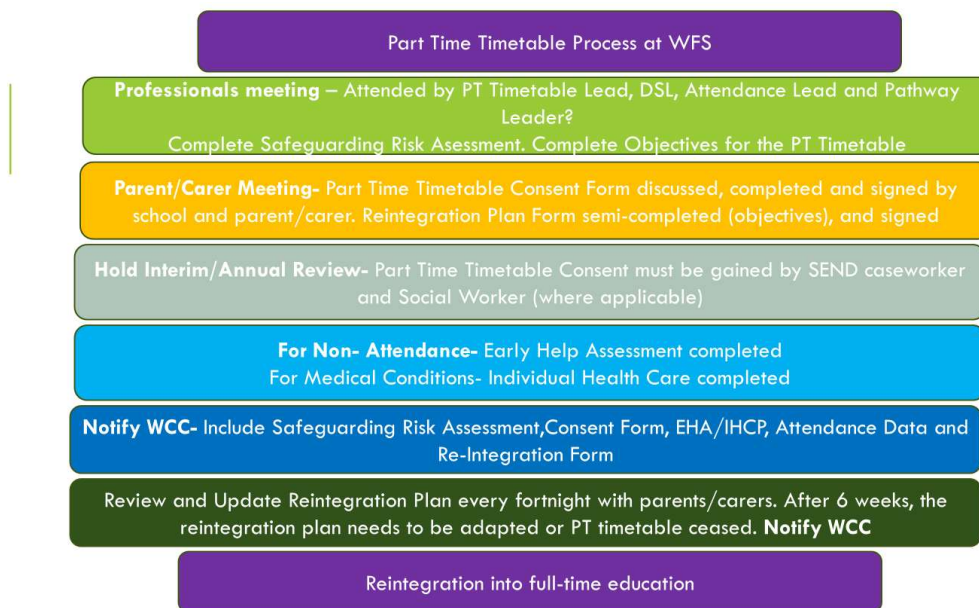
- Part-time timetables are temporary and are used in very exceptional circumstances.
- There is a clear process when a part-time timetable is used.
- We first consider the implications of a part-time timetable from a safeguarding perspective to safeguard and promote the welfare of our pupils.

Rationale

At Wyre Forest School we appreciate that all our pupils are unique. We work tirelessly to meet their individual needs, so they develop and progress academically, socially, emotionally, and physically. As a Local Authority Maintained School we will follow the guidance outlined in [Worcestershire Policy and Guidance for the Use of Part Time Timetables](#).

Procedure

At Wyre Forest School part-time timetables are used in very limited circumstances. Staff understand the process to ensure the outcome is successful where pupils are re-integrated into school full-time.



When a part-time timetable is considered, staff will use the checklist (Appendix A) to ensure they follow the procedure outlined in this policy. The use of a part-time timetable will be discussed with and agreed by parent/carers prior to implementation (Appendix B). Parent/carers must consent to the application of a part-time timetable and be clear that they are taking responsibility for the pupil when s/he is not in school and guarantee they are supervised off site. As all our pupils have an Education Health Care Plan (EHCP) then we will hold an interim review or their annual review and gain agreement of the WCC SEND caseworker. During this process, it will become clear the rationale for consideration of a part-time timetable.

There are two reasons why a pupil can attend school on a part-time basis:

- 1. Where a pupil has had a period of non-attendance, and a part-time timetable is being used as a tool for reintegration.**
- 2. Where a pupil has a short-term medical condition that prevents full time attendance for a time limited period. Also consider whether a referral to the Medical Education Team is more appropriate.**

Process 1

If the reason for the implementation of a part-time timetable is attendance related, then it is likely that an Early Help Assessment (EHA) will have already been completed alongside documented attendance support. This is completed by our Supporting Families Team with the parents/carers to provide a holistic view of the family and identify the strengths and the needs of the child or young person. An Early Help multi-agency meeting will have been held, and an Early Help Action Plan made, prior to the implementation of the part-time timetable. However, there are on occasions, exceptional circumstances where it is not practical to hold an Early Help meeting prior to the decision being made although an EHA must still be completed.

Process 2

If the consideration of a part time timetable is specifically due to a medical condition, then an Individual Health Care Plan (IHP) will be completed in collaboration with parents/carers and appropriate medical professionals (Appendix D). Consider whether a referral to the medical education team is more appropriate.

The IHP will clearly set out the point at which the pupil is expected to attend full-time or be provided with alternative provision. The arrangements described in the IHP will be reviewed regularly when a child is on a part time timetable.

The decision that a child is unable to attend school because of medical difficulties or is only able to attend part time must be supported Worcestershire County Council based on evidence from a health professional.

This evidence will need to include:

- The nature of the child's illness that leads to the child being unable to attend school, including prognosis where possible.
- Advice as to whether the child can engage in learning and for what proportion of the week.
- The timescale that medical advice is relevant for or the timescale for which education, other than in school (for example home tuition or with the Medical Education Team) will be considered necessary.
- When a review of arrangements made for the child will take place

As part of the completion of an EHA or IHP with parents/carers and the child or young person, if a part time timetable is appropriate and agreed to, the Re-integration Plan Form should be completed.

For a pupil with a short-term medical condition, the Reintegration Plan will then be reviewed on a fortnightly basis, to assess progress against the objectives, progress towards being able to return to school on a full-time basis and to review the effectiveness of any support being provided. The child or young person's views, and parent/carers must be included in this review. This plan should also feed into the EHA process.

We recognise at Wyre Forest School that some of our pupils have complex longer term medical conditions that, in exceptional circumstances, may require access to a part time timetable for a longer period. This must be supported by written evidence from the pupil's

paediatrician and the status of the Part Time Timetable will be reviewed on a termly basis. The individual health care plan will continue to be updated on an annual basis.

The outcome of having implemented a part-time timetable should be that the child or young person is reintegrated into school on a full-time basis, with appropriate interventions in place to ensure the reintegration is successful. Once attempted as an intervention it will only be appropriate on rare occasions to have a further period with a part-time timetable beyond the initial period, as this would mean that the strategy was not working, and a different intervention should be considered.

At Wyre Forest School, we will inform Worcestershire County Council once the initial implementation of the part-time timetable has been completed, and when this has been amended, or the pupil has been re-integrated.

Safeguarding

Wyre Forest School follows the procedures set out by the Worcestershire Safeguarding Children's Board and take account of guidance issued by the document 'Keeping children Safe in Education' and DfES 'Working Together to Safeguard Children.' All staff are trained in Child Protection awareness, and this training is regularly updated.

If a member of staff has any safeguarding concerns or queries, they will immediately contact The Designated Safeguarding Lead (DSL) or DDSL. Following receipt of any information raising concern, the DSL will consider what action to take and seek advice from Children's Services as required.

If a child makes an allegation against a member of staff, the allegation will be investigated according to the school's safeguarding procedures.

The use of a part-time timetable can make a pupil more vulnerable from a safeguarding perspective. This is our first consideration when we are weighing up the positive outcomes that may come from the use of a part-time timetable. Prior to the implementation of a part-time timetable Wyre Forest School will consider whether the use of a reduced timetable may increase the vulnerability of the child, and if this is the case then a part-time timetable will not be used.

Children that are looked after (CLA) are amongst our most vulnerable pupils and a part-time timetable should only be used in very limited circumstances when all other interventions have been tried. Any part-time timetable will only be implemented following communication with the Virtual School Learning Advocate, and with the agreement of the child's Social Worker. A part-time timetable should only be used after reviewing the pupil's Personal Education Plan (PEP) with the pupil's Learning Advocate. Any CLA pupil on a part-time table will be contacted daily by the school to ensure they are safe. If we had any concerns about the safety of a child on a part-time table, we would follow our safeguarding policy and procedures and contact the relevant social worker.

If we are considering a part-time timetable for a pupil on a Child Protection Plan (CP) or a Child in Need plan (CiN) then we would consult the child's social worker. The part-time timetable would only be implemented following a Core Group or CiN Meeting, and with the agreement of the child's Social Worker.

Monitoring of this policy

The use of part-time timetables needs to be monitored and reviewed on a regular basis, as indeed does the policy, to ensure that it continues to meet the needs of our pupils.

The monitoring of this policy and its application will be reviewed every two years by: Headteacher and Governors.

Created: March 2025 by Alison Hopkins and submitted to Governors for approval.

Links to other Policies

This policy should be read and implemented in line with the following school policies:

- Safeguarding Policy (including Child Protection)
- Attendance Policy
- Supporting pupils with medical conditions

Appendices

Appendix A- Part-Time Timetable Checklist

Appendix B- Parental Consent Form*

Appendix C- Re-Integration Plan*

Appendix D- Individual Health Care Plan*

Appendix E- Risk Assessment

* Taken Directly From 'Policy and Guidance for the use of Part-Time Timetables'
Worcestershire County Council, December 2024.

Appendix A- Part-Time Timetable Checklist

Steps to follow when implementing a Part-Time Timetable			Tick	Date
Name of Pupil:				
1	Professionals meeting held to discuss why a part time timetable may be required for a pupil, including a completed risk assessment form from a safeguarding perspective. Objectives of the PT timetable discussed and agreed from a school perspective at this initial meeting			
2	The use of a part-time timetable will be discussed with and agreed by parent/carers prior to implementation. Part Time Timetable Consent Form fully completed and signed by parents and school during this meeting. Objectives must be added to the Reintegration form			
3	An interim review or annual review held and agreement from WCC SEND caseworker. Caseworker must sign the Part Time Timetable Consent form. If a pupil has a social worker, they will also attend the review, where possible, and must sign the consent form.			
	Non-attendance		Medical	
4	Early Help multi-agency meeting to be held, and an Early Help Action Plan made - NB This is likely to already be in place for a pupil that is being considered for a PT Timetable due to attendance issues		Individual Health Care Plan to be completed	
5			Evidence from a health professional which needs to include: Nature of child's illness. Advice whether they can engage	

			<p>in learning and for what proportion of the week.</p> <p>The timescale that medical advice is relevant for.</p> <p>When a review needs to take place.</p>		
6	<p>Notify WCC</p> <p>Part time timetable notification completed and returned to WCC.</p> <p>Documents attached must also include completed and signed Risk Assessment, Parent Consent Form, EH Action Plan, Attendance Data Reintegration Form</p>		<p>Notify WCC</p> <p>Part time timetable notification completed and returned to WCC.</p> <p>Documents attached must also include completed and signed Risk Assessment, Supporting letter from Paediatrician Parent Consent Form, IHCP Reintegration Form</p>		
7	<p>Copy of all signed and completed forms shared in Teams under Pupil's Folder in Part time timetables</p>		<p>Copy of all signed and completed forms shared in Teams under Pupil's Folder in Part time timetables</p>		
8	<p>Ongoing dialogue with parent/carer of the re-integration plan. Formal update of the re-integration form every 6 weeks to</p>		<p>For pupils with a short term medical need-</p> <p>Ongoing dialogue with parent/carer of the re-integration plan and any</p>		

	<p>assess progress. This plan needs to feed into the EHA.</p>		<p>increase to timetable noted on the form. Formal update of the re-integration form every 6 weeks to assess progress.</p> <p>For pupils with a long term medical condition- termly review of the re-integration plan to assess needs. IHCP and paediatrician letter updated annually.</p>		
9	<p>Ensure interventions are in place to support re-integration after 6 weeks.</p>		<p>Ensure interventions are in place to support re-integration according to the medical need and advice from health professionals.</p>		
	<p>Notify WCF with the re-integration paperwork following the 6-week period, or by completing a further part-time timetable notification and absence notification</p>		<p>Notify WCC with the re-integration paperwork according to the timescales in box 8</p>		

Appendix B- Parental Consent Form
[Guidance for using Part Time Timetables \(worcestershire.gov.uk\)](http://worcestershire.gov.uk)

Part-Time Timetable Consent Form

Child's Name:

Date of Birth:

Year Group:

School:

Is the child looked after by Worcestershire County Council or any other local authority?

Yes / No

If Yes, which

local authority?

Is the child subject to a Child Protection Plan?

Yes / No

Has the pupil had a part-time timetable before?

Yes / No

If Yes, when?

Name of parents/carers:

Name of lead person in school:

Name of social worker (if applicable):

Name of SEN caseworker (if applicable):

Name of Virtual School Learning Advocate (if applicable):

(if

Name of EWO (if applicable):

Name of YOT worker (if applicable):

Reason for the part-time timetable:

Date of meeting agreeing the part-time timetable:

Start date of part-time timetable:

Number of hours in education each week:

Review date of part-time timetable:

End date of part-time timetable:

Timetable

Monday	Tuesday	Wednesday	Thursday	Friday
Objectives of the part-time timetable:				
Any other comments relating to this part-time timetable:				

I understand my child has been placed on a part-time timetable for a limited period.

I have discussed the matter fully with the school and agree, during the period of the part-time timetable to:

- Take full responsibility for my child during the hours when not attending school.
- Ensure there is supervision of schoolwork during those hours.
- Ensure there is a flow between school and home for marking and guidance.

- Take full responsibility for the health and safety of my child when they are not in school.

Signature
(Parent/Carer)

Date

During the period of the part-time timetable the school will:

- Monitor the effectiveness of the part-time timetable
- Ensure the arrangements agreed are upheld by school
- Hold a review on the agreed date
- Provide work for the child to do whilst at home and mark all work complete

Signature
(School)

Date

Other signatures (if required):

SEN Caseworker

Date

Social Worker

Date

Education Welfare Officer

Date

This form should be retained with the pupil's school records and support any EHA.

Appendix C- Re-Integration Plan



Re-Integration Form for Review of a Part-time Timetable

Date of Meeting:

Name of Child:

Date of Birth:

School:

Present at Meeting:

Objectives

Objective	Progress made	Changes needed	Completed (date)

Timetable – effective from (date)

Monday	Tuesday	Wednesday	Thursday	Friday
Any other comments: 				

Agreed by:

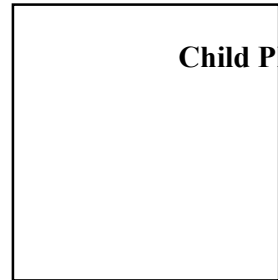
Parents/Carers (signature):

School (signature):

Other professionals:

Appendix D- Individual Health Care Plan

[individual_healthcare_plan_ihp.docx \(live.com\)](#)



Child Photo

1. Personal Details

1:1 Child/Young Person Details

Child's name:	
Date of birth:	
Year group:	
School:	
Address:	
Town:	
Postcode:	
Date:	

	Yes/No	Review Due Date
EHCP		
CLA		

1.2 Family/Carers Contact Information

Name:	
Relationship:	
Home phone number:	
Mobile phone number:	
Work phone number:	
Email:	

Name:	
Relationship:	
Home phone number:	
Mobile phone number:	
Work phone number:	
Email:	

Name:	
Relationship:	
Home phone number:	
Mobile phone number:	
Work phone number:	
Email:	

2. Essential Information Concerning this Child's Health Needs

2.1 Identified/suspected health need

Identified or suspected medical condition	Description	Supporting Evidence/Advice Date received
Physical Health Need		
Social and Emotional Health Need		
Allergies		

2.2 Professionals involved

	Role	Name and contact
School Lead		
LA Lead		
Health Lead		
Social Care Lead		

	Name	Contact Details
Specialist nurse/practitioner (if applicable):		
Consultant paediatrician (if applicable):		
Health visitor/school nurse:		
GP:		
Key worker in education:		
SEND co-ordinator:		
Other relevant teaching staff:		

Other relevant non-teaching staff:		
Head teacher:		
Any provider of alternate provision:		

Other External Agency Involvement

2.3

Medication

This child/person has the following medical condition(s) requiring the following treatment:

Medical condition	Drug	Dose	When	How is it administered?

Does treatment of the medical condition affect behaviour or concentration?	
Are there any side effects of the medication?	
Is there any ongoing treatment that is not being administered in school? What are the side effects?	

Any medication will be stored _____

2.4 Social, emotional mental health needs

<p>Does the child exhibit social, emotional, mental health?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>Which areas (tick boxes):</p> <p>Anxiety <input type="checkbox"/> School refuser/ poor attendance <input type="checkbox"/></p> <p>Separation <input type="checkbox"/> Loss/Bereavement <input type="checkbox"/></p> <p>Gender Identity <input type="checkbox"/> Trauma <input type="checkbox"/></p>
<p>How does this present in school? (outline current behaviours)</p>	

2.5 Routine monitoring and review

Some medical conditions will require monitoring to help manage the child/young person's condition

<p>What monitoring is required?</p>	
<p>When does it need to be done?</p>	
<p>Does it need any equipment?</p>	
<p>How is it done?</p>	
<p>Is there a target?</p>	

If so what is the target?	
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2.6 Emergency Situations

An emergency situation occurs whenever a child/young person needs urgent treatment to deal with their condition.

What is considered an emergency situation?	
What are the symptoms?	
What are the triggers?	
What action must be taken?	
Are there any follow up actions (eg tests or rest) that are required?	

3. Ensuring suitable arrangements are in place

Under s100 Children and Families Act 2014 Governing Boards have a duty to make arrangements for supporting children in school; however, where a child’s medical needs prevent them from accessing school for more than 15 days (whether consecutive or not) the Local Authority should be notified to assess whether it has a statutory duty under s19 Education Act to make arrangements on behalf of the school. PLEASE SEE SECTION 7

3.1 Impact on Child’s Access to School and Learning

How does the child’s medical condition/mental health affect learning? i.e. memory, processing speed, coordination etc	
Does the child require any further assessment of their learning?	
Are there any physical restrictions caused by the medical condition(s)/mental health?	

Is any extra care needed for physical activity?	
How does the school environment affect the child's medical condition or mental health?	
Location of school medical room/designated safe space	
Does this child require any emotional support?	
How is this met?	
Is the child/person likely to need time off because of their condition?	
What is the process for catching up on missed work caused by absences?	
Does this child require any additional support in lessons? If so what?	
Is there a situation where the child will need to leave the classroom?	
Does this child require brain breaks?	

3.2 Reasonable Adjustments

Please provide summary of reasonable adjustments made where relevant

	Key Information
Arrive at school	
Morning (including Break)	
Lunch	
Afternoon (including Break)	
School finish	

After school club (if applicable)	
Other	

3.3 Alternative Provision and off-site arrangements

Does the child require any of the following:

	Purpose of provision	Agreed Provision
Part-time timetable		
Specialist/home teaching service (including MET)		
Alternative Provision (including PRU, AP Free School, AP Academy, Hospital School)		
Virtual Learning		
Regular/routine medical appointments		
Other (please specify)		

<p>How is the school safeguarding the child's full-entitlement to suitable education? If the school cannot secure full-time and/or suitable arrangements it must notify the LA as outlined in SECTION 7</p>
<p>Please attach where relevant timetables, Pastoral Support Plans, Alternative Provision Plans, Individual Education Plans.</p>

4. Trips and Activities away from School

Are school risk assessments in place to meet the child's needs?

Yes No

5. Staff Training

Governing bodies are responsible for making sure staff have received appropriate training to look after a child/young person. School staff should be released to attend any necessary training sessions it is agreed they need.

What training is required?	
Who needs to be trained?	
Has the training been completed? Please sign and date	

Please use this section for additional information for this child _____

6. Consent

	Yes/No	Comments- including any restrictions
Parents/carers have given consent to share information with all professionals		
Parents/carers have not given consent to share with all professionals.		
I consent to the MET consulting with external agencies to review information that may inform the allocation of a placement at the MET.		

7. Intended objectives and outcomes

If the child has been or is likely to be absent for more than 15 school days whether consecutively or cumulatively you must notify the Local Authority.

Please send all IHPs and supporting information to: cme@worcschildrenfirst.org.uk

Supporting evidence/information included	Evidence e.g letter/conversation/medical report	Date Referred

11. Completed By

Name	Role	Date

12. Amendments/updates

Name	Role	Date

[Appendix E- Part Time Timetable Risk Assessment](#)

Part Time Timetable Safeguarding Risk Assessment

Name of Pupil.....

Staff Present at Meeting.....

Date of Meeting.....

Has the pupil ever been on a CP plan?	
Has the pupil ever been on a CIN plan?	
Has the pupil ever been on an external Early Help Plan?	
Has the pupil ever been on an internal Early Help Plan?	
Is there any information on CPOMS to indicate the child would not be safe at home whilst accessing a part time timetable?	
Do school have any other concerns if the pupil was to access a PT timetable?	

Outcome of Meeting

The level of risk forto access a Part Time Timetable is

Acceptable/Not Acceptable

