



Guidance on Reduced Timetables

A reduced timetable should not be put in place without very careful consideration. In exceptional circumstances, **schools** may decide to implement one for a **time-limited** period to support a pupil who cannot attend **school** full-time to reintegrate into full-time provision.

As a rule, schools are only permitted to provide less than full-time education, including placing a pupil on a reduced timetable, in very exceptional circumstances. A reduced timetable must not be treated as a long-term plan or instead of a fixed term exclusion.

Because pupils of compulsory school age are entitled to a full-time education, reduced timetables are only allowed in exceptional circumstances, where:

- There's a **specific need** for a pupil - e.g. a medical condition prevents them from attending full-time education and a part-time timetable is part of a planned reintegration
- It is on a **temporary** basis, stating when the pupil is expected to return to school full time
- The decision is made with the **informed consent** of parents/carers

See Department for Education's (DfE) [guidance on school attendance](#), Page 17.

The headteacher must justify:

- Why the pupil is not able to receive full-time education
- That this decision is in the best interest of the pupil

Schools need be aware that a reduced timetable **is not:**

- A fixed-term exclusion, so you must record it as an authorised absence ([DfE guidance on school attendance](#), page 17)
- The same as [flexi-schooling](#)
- A threat of exclusion to influence parents to remove their child from school ([DfE guidance on school exclusion](#), page 10)

You have decided to place a pupil on a reduced timetable, now what?

Noble Education <https://www.nobleeducation.co.uk/> needs to be made aware of pupils on a reduced timetable.

Meet with the pupil and their parents to discuss:

- Why you believe this is the best course of action
- What extra support the pupil will receive while at school
- Expectations for the pupil when they are not at school
- What they will be doing when they are at home during school time - including how they will be expected to complete any work set
- Who the designated adult responsible for their care?
- Will an adult be available when the pupil's is at home?
- How they will travel to and from school
- How they will access free school meals if they are entitled to them

During the meeting:

- Agree the review and re-integration dates
- Listen to and address any concerns they may have

Tell your local authority (LA) as soon as possible as the local authority is required to keep records of all pupils who are not accessing full time education.



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You might be asked for evidence of:

- Any safeguarding concerns you may have
- How you are meeting their needs whilst in school and at home - especially if vulnerable
- How you have followed all medical advice and guidance
- Parental involvement - like a signature/agreement

Along with:

- A description of the proposed recommendations (including any medical reasons, if applicable)
- Total hours of education the pupil will receive per week (in school and off-site)
- Planned start date, review dates and end date

Review your provision regularly

After 2 weeks

Decide whether the current needs of the pupil have changed.

Look at the impact the reduced timetable has had on the pupil:

- How are they managing in school - have they met any targets that were set?
- How much education have they missed and what are the catch-up plans?
- Are transport arrangements to and from school suitable?

Ask them:

- Are they safe whilst at home?
- How is their mental health and well-being?

Following this review, you may consider:

- Adjusting your original timetable
- Setting new targets for your next review
- Increasing the time, the pupil is at school

After 4 weeks

At this point – the focus should be on fully integrating the pupil back into school.

With the pupil and their parents/carers, review your support plan:

- See whether there is a way you can reduce this
- Set re-integration targets

When the pupil is ready to return to school full-time, meet with:

SENCO: to review the provision the pupil has received and whether it is manageable to continue giving them this level of support full-time

Staff: to find out if the pupil's met all expected targets and is ready to return to school full time - agreeing re-integration expectations

Pupils' parents: to review the original concerns, review behaviour and attitudes whilst the pupil's been on a reduced timetable and discuss proposed re-integration expectations

Pupil: discuss and set agreed, manageable targets for them to achieve for the first two, four and six weeks after they have returned

Inform the LA once the pupil is back to school full time.