

Part Time School Timetable

Guidance and local arrangements

Background

As stated in DfE school attendance advice, every pupil is entitled to access full-time education in the September following their fourth birthday. In very exceptional circumstances there may be a need for a temporary part-time timetable to meet a pupil's individual needs. 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 re-integration package. A part-time 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. In agreeing to a part-time timetable a school has agreed to a pupil being absent from school for part of the week or day and therefore must record it as authorised absence.

Safeguarding

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. Schools must have regard and consideration for the safeguarding issues and the impact this might have on a child when considering a reduced timetable.

Current guidance from Ofsted states that information about children missing from education is essential and all schools should notify the Local Authority of any part-time education arrangements. This includes schools maintained by the Local Authorities, Academies, Free Schools and Independent Schools.

Reporting part-time timetable procedures in Milton Keynes

1. Complete the referral form at the start of the part time timetable. Where there is no identified date to return to full time hours, a review date should be set to take place within a maximum of two weeks. Email the form to cme@milton-keynes.gov.uk
2. On the day that the full-time timetable is resumed, or there is a change to the part-time timetable arrangements, notify cme@milton-keynes.gov.uk

If there are safeguarding concerns, advice should be taken from the Milton Keynes MASH.

The Local Authority maintains a record of children known to be on a part-time school timetable.

For further advice and to forward part-time timetable referrals, please contact:

The Children Missing Education Team

cme@milton-keynes.gov.uk

Telephone: 01908 253338