 **Bradford SENDIASS**

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**Part Time Timetables**

All children, regardless of their circumstances, are entitled to a full time education which is suitable to their age, ability, aptitude and any special educational needs they may have and schools have a statutory duty to provide full time education for all pupils. The Local Authority has a statutory duty to ensure that full time provision is made available, appropriate to their needs, for all pupils.

**What is full time education?**

All education should be suited to a child’s age, ability and aptitude, taking into account any special educational need. The assumption is that students should receive full time education consistent with their Key Stage.

* 21 hours at Key Stage 1
* 23.5 hours at Key Stage 2
* 24 hours at Key Stage 3
* 24 hours at Key Stage 4 (Year 10)
* 25 hours at Key Stage 4 (Year 11)

It is illegal for schools to discriminate against children on the basis of their special educational need or disability. A timetable is reduced when it consists of fewer hours than that which is provided to the majority of the student’s peers in the same setting.

**When might a part time timetable be used?**

Children should only be placed on a part time timetable in exceptional circumstances. In these circumstances, schools may decide to implement one when it is in the best interests of the pupil. Schools might implement a part time timetable in the following circumstances:

* School, parents and other professionals agree that a short term reduced timetable would support a student and be part of an intervention to address a student’s behavioural, emotional or social needs.
* A student has a serious medical condition and these arrangements could be part of a medical plan agreed between home and school.
* A student requires a planned reintegration into school following an extended period out of school, for example, following an exclusion, nonattendance, school refusal.

**Good Practice**

When considering placing a student on a reduced timetable, school should:

* Have a clear and evidenced rationale for implementing a reduced timetable aimed at supporting the needs of the student.
* Have parental permission otherwise the reduced timetable could be seen as an unofficial exclusion.
* Have signed parental consent. If the parent does not agree, the reduced timetable cannot be implemented and the school should consider other arrangements.
* Ensure that where students have an EHCP, it is reviewed and amended.
* Provide sufficient and appropriately differentiated work for any time the student is not attending school. If the student is medically fit, the combination of work completed at home and in school must constitute full time education.
* Complete a detailed action plan agreed with parents and student showing a clear reintegration plan from part time to full time provision over an agreed period of time.
* Ensure that if the student is still on a reduced timetable at the end of the agreed period of time, the reduced timetable must be reviewed with parental agreement and the plan to be revised as to why an extension was appropriate.
* Notify the Local Authority that a part time timetable has been implemented for the child on the attached form: Notification of a Reduced Timetable, Bradford Council.

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| --- | --- | --- | --- |
| Pupil Name |  | NCY |  |
| School Name |  | DOB |  |
| SEN Status | E / K / N | Looked After Child | Yes / No |
| Date of Early Help Assessment | 01/01/18 | Child Protection | Yes / No |
| Risk Assessment Completion Date | 01/01/18 | Child in Need | Yes / No |

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| --- | --- |
| Plan under which the reduced timetable is monitored/reviewed (attach plan) | eg. PEP/PSP/IBP/IEP |
| Describe where education taking place | eg. School/off-site/alternative provider |
| Reason for temporary reduced timetable (please tick all that apply) |
| Medical Physical Health(supported by medical professionals) |  | Reintegration plan |  |
| Medical Mental Team(supported by medical professionals) |  | Emotional or social needs |  |
| Other (please describe below) |  |
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| --- | --- |
| Total hours per week in school or off-site supervised education activity | eg. 15 hours |
| Planned start date of reduced timetable | 01/01/18 |
| Planned review date(within two weeks of the start date) | 01/01/18 |
| Planned end date when the pupil will return to full-time provision (within six weeks of start) | 01/01/18 |

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| --- |
| *A reduced timetable can only proceed with parents’ signed consent to the plan and cannot be enforced by a school or insisted upon under threat of exclusion* |
| Parent/carer must agreement to this plan (original must be signed |  | Date 01/01/18 |

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| By submitting this form the school is confirming that the use of a part-time timetable for a limited period has been judged appropriate, review arrangements have been agreed and any safeguarding issues have been fully taken into consideration. A copy of the formal agreement made with the parents/carer’s signature must be kept at school |
| Headteacher’s signature |  | Date 01/01/18 |

**For further information and advice, contact Barnardo’s SENDIASS:**

Telephone : 01274 513300

Email: bradfordsendiass@barnardos.org.uk

Write to: Bradford SENDIASS

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 Campus Road

 Bradford

 BD7 1HR

Or visit our website for more useful information:

[www.barnardos.org.uk/bradfordsendiass](http://www.barnardos.org.uk/bradfordsendiass)