



Part Time Attendance



What does the law say?

All children of compulsory school age have a right to receive full-time education.

Every school has a legal responsibility to provide full-time education for all of its pupils.

Parents and carers must ensure that their children of compulsory school age who are registered at school attend regularly.

When might a reduced timetable be used?

The use of a reduced timetable for a child/young person should be an exceptional measure and can only be arranged with parent/carer agreement. Reasons for a school and parent/carer (and the child themselves where appropriate) agreeing to a reduced timetable could include:

Medical reasons - where a pupil has a serious medical condition where recovery is the priority outcome.

As part of a short-term support package where a pupil is struggling in the school setting, perhaps with behaviour.

As part of a planned reintegration into school following an extended absence following, for example, exclusion, non-attendance or school refusal.

If a child/young person has an Education, Health and Care Plan any consideration of a reduced timetable must include the Local Authority. In the case of a reduced timetable, the school remains responsible for the educational provision.

Medical absence

Reasonable adjustments should be made to accommodate pupils who would otherwise struggle to attend school due to illness or a medical condition. Schools should request written medical evidence in all cases when pupils are reported to be unable to access regular education provision. Where full-time education would not be in the best interests of a pupil's due to his/her health / medical needs, part-time education can be provided. This decision will be made with reference to advice from relevant medical professionals and the agreement of parents. When considering a reduced timetable in collaboration with parents/carers, the pupil (as appropriate) and relevant professionals, schools must have regard to and follow Cornwall Council's guidance

Pupils unable to access any education due to health needs and therefore coded as 'I' (Illness) should not be reported as a reduced timetable.

A reduced timetable should not be confused with a flexible timetable.

Flexible timetable

This is where pupils are accessing education other than at school for some of their timetable (e.g. BF Adventure, NEETs course) due to an individual need where the overall timetable equates to full time.

What do schools have to do?

Schools have safeguarding responsibility for all pupils on roll and therefore must be aware that even with parent/carer agreement to any reduced timetable arrangement they are responsible for the safeguarding and welfare of all pupils on roll who are off-site during school hours. If evidence suggests that the pupil will be exposed to significant risk if not in school then a reduced timetable should not be considered as an option.

Schools must have a clear and evidenced rationale for considering a reduced timetable as an appropriate intervention to support the pupil.

Schools must undertake a thorough risk assessment before implementation.

Schools must complete a detailed action plan agreed with the parents/carers and pupil demonstrating a clear path of planned reintegration.

If a child has an Education, Health and Care Plan the school must involve the SEN Caseworker. An annual or interim review must first be held to make the proposal known and to seek the agreement of Cornwall Council and the parent/carer.

If the child/young person has social care involvement schools must arrange a multi-agency review meeting before a reduced timetable is implemented.

Schools must seek parents/carers agreement for a reduced timetable.

Schools must review the arrangement regularly - at least every six weeks.

Schools must establish robust arrangements for monitoring and regular review of the arrangement by a named member of staff.

Schools must involve parents/carers in their regular reviews of the arrangement and seek agreement at each stage.

All schools must report the arrangement to Cornwall Council as soon as it is set up and send updates each time the arrangement is reviewed. Arrangements need to be reported through Cornwall Council's 'reduced timetables' reporting system.

Schools must code the arrangement appropriately on the register.

If the child/young person is in Care the school must obtain the agreement of the Virtual School. A reduced timetable should only be considered when all other interventions have been tried.

If the child/young person is on a Child Protection Plan schools must have the agreement of the social worker before implementing/ agreeing to a part time timetable.