



Parent/ Carer request for a Reduced or a Flexible Timetable



Section A

Learner Details	
Surname:	First Name:
Date of birth:	Year Group/Class:
Parent/Carer Name:	Parent Telephone Number:

I have read the information provided, and would like to formally request that my child/young person be considered for a reduced timetable.

I would like my child/young person to be considered for (please tick relevant box/boxes)

Reduced timetable: <input type="checkbox"/>	Flexible Timetable: <input type="checkbox"/>
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The reason for my request is (please tick where appropriate)

Medical: <input type="checkbox"/>	Re-integration <input type="checkbox"/>	Other (Please state): <input type="checkbox"/>
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Please provide further details below. (Please continue on a separate sheet if necessary)

Are you able to provide supporting evidence from professionals? (eg GP/Consultant letter, letter from physiotherapist/other external professional)

Yes: <input type="checkbox"/>	Please give details:
No: <input type="checkbox"/>	

Does your child/young person have any of the following?

An Education, Health and Care Plan: <input type="checkbox"/>	Social Care Involvement: <input type="checkbox"/> Social worker's name:	A Child Protection Plan: <input type="checkbox"/> Social worker's name:
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I have read the information provided. I understand that the Reduced Timetable arrangement will need to be regularly reviewed (at least 6 weekly). I understand that it is a requirement for a risk assessment to be written and submitted alongside the Reduced Timetable notification.

Signed _____ Date _____



Section B



For School/Office use

Checklist: Reduced/ Flexible Timetable		
Has sufficient supportive evidence been received from external professionals?		Details
If social care involvement, has written support been received?		Social Worker Name/ Date received
Has Case worker been informed? Are they in support?		Case worker Name/ Date
Date of Annual/ Interim Review. Are all professionals in agreement of a reduced timetable?		
Have we received a Letter of assurance and all relevant risk assessments from the alternative provider (Flexible timetable only)?		
Has a Risk Assessment been completed and shared with parents?		Is the risk assessment satisfactory?

Has the reduced timetable been approved?	
Reduced timetable: <input type="checkbox"/>	Flexible Timetable: <input type="checkbox"/>

Learner UPRN No.	
Has the Reduced Timetable Notification been submitted to County? (www.cornwall.gov.uk/reducedtimetables)	Date Submitted
Date of first review	
Register code to be used	