



### **Reduced timetable – Review Check**

The purpose of this meeting is to review the reduced timetable previously agreed by the school with parents/supporting agencies.

The meeting will focus on four aspects and ask the following; will the reduced timetable:

- **Cease** (discuss how this will be planned)
- **Reduce** (time in school increased)
- **Be maintained** (no changes identified)
- **Be extended** (increase in time/out of school provision)

The meeting will provide an opportunity to confirm that the agreement reached continues to act in the best interests of the pupil; it will also outline the role of the attendance officer of the school and confirm the roles/responsibilities of the parent(s)/carers/school.

*All documentation will be placed in the pupils' school record and shared with parents alongside any agencies involved with the pupil; all documentation will be shared with the Local Authority.*

<b>School:</b>	Doubletrees school
<b>Reduced timetable review date:</b>	
<b>Pupil name:</b>	
<b>Date of birth:</b>	
<b>Year group:</b>	
<b>UPN:</b>	
<b>Current status of reduced timetable</b> (what is the current educational provision?): e.g. – home/ bespoke educational package off site	

<b>Review meeting:</b>	
<b>Review lead:</b> Contact details:	
<b>Service / Name:</b>	
<b>School:</b>	
<b>Parents:</b>	
<b>Other:</b>	

<b>Key questions/considerations:</b>	
<b>Have any circumstances changed since the last reduced timetable meeting?</b>	
<b>Evaluation of BLP:</b>	
<b>Is the arrangement being ceased, reduced, maintained, extended?</b>	Please state: •
Please comment on the details of the revised arrangement and agreed reasons: •	
<b>EHCP:</b>	
Is there a need to hold an interim Annual Review of the EHCP? <b>YES/NO</b> If yes, please indicate date/time:	
<b>Are there any other points/concerns to be noted?</b> •	

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<b>Checking Questions / Signatures:</b>
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<b>Review Meeting for:</b>	
<b>Date:</b>	

<b>Position/name:</b>	<b>Signature</b>

<b>Date of next reduced timetable review:</b> <i>(review to be held every 6 weeks in accordance to SPT/LA guidelines):</i>
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