

# **BRIDGEND COUNTY BOROUGH COUNCIL**

## **REPORT TO CABINET**

**15 DECEMBER 2020**

### **REPORT OF THE CORPORATE DIRECTOR OF EDUCATION AND FAMILY SUPPORT**

#### **REDUCED TIMETABLE POLICY**

##### **1. Purpose of report**

- 1.1 This purpose of this report is to seek formal approval and adoption of Bridgend County Borough Council's Reduced Timetable Policy (attached at Appendix A).

##### **2. Connection to corporate well-being objectives/other corporate priorities**

- 2.1 This report assists in the achievement of the following corporate well-being objective/objectives under the Well-being of Future Generations (Wales) Act 2015:

###### **Supporting a successful sustainable economy**

Taking steps to make the county borough a great place to do business, for people to live, work, study and visit, and to ensure that our schools are focussed on raising the skills, qualifications and ambitions for all people in the county borough.

###### **Helping people and communities to be more healthy and resilient**

Taking steps to reduce or prevent people from becoming vulnerable or dependent on the Council and its services. Supporting individuals and communities to build resilience, and enable them to develop solutions to have active, healthy and independent lives.

##### **3. Background**

- 3.1 There is no statutory basis upon which to establish a reduced timetable. However, in exceptional circumstances, schools may need to implement a reduced timetable in order to support a pupil who cannot attend school for a full day for a variety of reasons.
- 3.2 Schools, pupil referral units (PRUs) and educational settings have a statutory duty to ensure all pupils on their roll receive a full time educational entitlement and achieve good outcomes.
- 3.3 In exceptional circumstances, where a pupil requires a reduced timetable for a short period of time, a pastoral support plan (PSP) must be in place.
- 3.4 The PSP is a school-based intervention to help individual pupils to better manage their behaviour and to identify any support mechanisms which need to be put in place. The PSP should identify precise and realistic behavioural outcomes for the pupil to

work towards. PSPs can also be used in other circumstances, such as a managed move or returning to school from a long health related absence.

#### **4. Current situation/proposal**

- 4.1 As there is no statutory basis to establish a reduced timetable, it is important that there is an element of consistency and equity for all pupils in schools, PRU and educational settings, who, for one reason or another may require a phased reintegration back into full time education for a limited amount of time.
- 4.2 A database is being developed in order to capture accurate data on the number of pupils who are on a reduced timetable in schools, PRU and educational settings in Bridgend County Borough.
- 4.3 Reduced timetables will be monitored by the Access to Education Panel. This panel meets on a monthly basis. This approach will ensure that there is consistent, regular oversight of any pupil that is not accessing full-time education.

#### **5. Effect upon policy framework and procedure rules**

- 5.1 There is no impact on the Council's policy framework or procedure rules.

#### **6. Equality Impact Assessment**

- 6.1 There is no equality impact in relation to this report.

#### **7. Well-being of Future Generations (Wales) Act 2015 implications**

- 7.1 This policy aligns with the following areas of the Well-being of Future Generations (Wales) Act 2015:

Long-term	Supports the improvement of standards and outcomes for children and young people.
Prevention	The implementation of a Reduced Timetable Policy provides a framework which supports a child or young person to reintegrate back into education in a timely, supportive way, thus preventing any future absences and progress not being made.
Integration	The monitoring of a PSP ensures that the targets are achieved. Also that all relevant support is appropriate and any additional support is identified thus helping to support a successful economy.
Collaboration	The PSP requires a multi-agency approach with the voice of the child/young person and parents/carers central to the plan. The local authority works effectively in a multi-agency way with schools, PRU and educational settings to deliver the well-being objectives identified.
Involvement	This PSP involves all stakeholders in the life of the child/young person. The involvement of the stakeholders involved in a child/young person's PSP is diverse.

## **8. Financial implications**

8.1 The reduced timetable protocol will be implemented within existing resources.

## **9. Recommendation(s)**

9.1 Cabinet is recommended to formally adopt and approve the Reduced Timetable Policy.

**Lindsay Harvey**  
**Corporate Director Education and Family Support**

**Contact officer:** Michelle Hatcher  
Group Manager Learner Support

**Telephone:** (01656) 815258

**Email:** michelle.hatcher@bridgend.gov.uk

**Postal address:** Education and Family Support Directorate  
Bridgend County Borough Council  
Civic Offices  
Angel Street  
Bridgend  
CF31 4WB

### **Background documents:**

- Pastoral Support Plan pro-forma 2019
- Inclusion and Pupil Support Guidance – Welsh Government 2016
- Exclusion from schools and PRUs – Welsh Government Guidance 2019
- Healthcare Needs Policy Bridgend County Borough Council 2017

