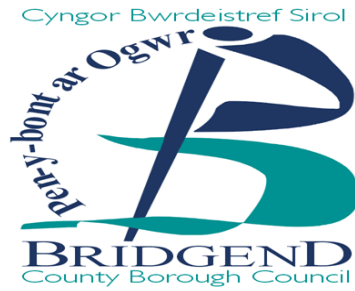**Appendix A**

Bridgend County Borough Council
Reduced Timetable Policy

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Purpose

This policy is intended to support all schools, pupil referral units (PRUs) and other educational settings within the current legal and safeguarding framework for pupils medically fit to attend school.

Please note: This does not refer to nursery/reception children who are placed on a staggered intake.

Summary

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 short period of time. Schools, 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.

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.

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 child 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.

The Law

All children, regardless of their circumstances, are entitled to a full time education which is suitable for their age, ability, aptitude and takes account of any additional learning needs (ALN) they may have. The local authority has a statutory duty to secure a full time education appropriate to their needs for all pupils deemed fit for school.

Welsh Government recommends that schools should offer all pupils the following required number of hours per week of education provision:

Reception and Years 1 to 2	-	21 hours
Year 3 to 6	-	23.5 hours
Year 7 to 10	-	24 hours
Year 11	-	25 hours

All schools must be open to pupils for no less than 380 sessions (190 days).

For pupils deemed not fit to attend school because of medical issues the local authority's Healthcare Policy will apply.

Use of reduced timetables

When can a reduced timetable be used?

Schools have a statutory duty to provide a full time education for all pupils. Schools can face legal challenge if this is not the case.

A reduced timetable can be used in exceptional circumstances, where every other avenue has been exhausted, for example:

- where a school has explored all options to ensure the pupil attends regularly, including discussions with multi-agency colleagues through "team around the school", statutory processes and/or The Access to Education Panel;
- as part of a planned reintegration into school following an extended period of exclusion;
- as part of a planned reintegration after a period of low or non-attendance;
- as part of a managed move process;
- following an extended absence due to ill health or medical reasons;
- as a temporary measure to manage significant challenging behaviour or social and emotional needs.

Pastoral Support Plans

A PSP must be used to facilitate a reduced timetable. The PSP must contain the following information:

- key information about the pupil;
- responsible staff member as this is a school based support measure;
- date of the PSP and reviews (over a 12-week period);
- pupil's view of what is going well and what isn't;
- school's view of what is going well and what isn't;
- parent(s)/carer(s) view(s) of what is going well and what isn't;
- views of other agencies and what is going well and what isn't;
- action plan (what, who, when etc.);
- review(s) of progress.

Process for considering a reduced timetable

In circumstances where it may be necessary to consider a reduced timetable for pupils, the school should:

- be satisfied that a reduced timetable is an appropriate intervention based on the needs of the child;
- there is a clear and evidenced rationale in place;
- ensure that a reduced timetable is only pursued in consultation and agreement with parent(s)/carer(s), and local authority officers such as the

Inclusion Service, the Education Engagement Team and the Education Welfare Service.

- ensure all other agencies who support the pupil are aware of the reduced timetable and invited to participate in the PSP;
- are satisfied that suitable arrangements are in place to ensure safeguarding and care of the pupil during the period when they are not expected to attend school, including collection and drop off outside normal school timings;
- consider carefully any Additional Learning Provision (ALP) in place for the pupil, for example, visiting therapist, additional support hours, specialist intervention;
- ensure that arrangements for a reduced timetable do not reduce a pupils' access to other opportunities such as careers guidance or lead worker support;
- ensure that arrangements do not conflict with the sitting of public examinations.

Record keeping, review and monitoring

The school must:

- record the pupil's attendance using the appropriate code in order for education welfare officers (EWOs) to monitor overall attendance and progress;
- use the code 'C' when the pupil is not expected to attend. A red flag must be applied within the SIMS system and reasons provided, for example a reduced timetable for period of time;
- not mask the use of any other code;
- name the member of staff on the PSP to facilitate the reduced timetable, who will be responsible for communication with child, parents/carers and other agencies;
- ensure that this member of staff will also be responsible for reviewing and monitoring of the PSP.

The local authority will:

- ensure that pupils on a reduced timetable are appropriately recorded and monitored via the pupils attendance register;
- maintain a central record of all pupils not accessing a full time education who have reduced timetables.