

Report To: PSCB - *Enter Date*

Report By: Neil Stevenson - Attendance, Admissions, Exclusions and Reintegration Service Manager

Report Date: 29th September 2017

Report Title: Reduced Timetables

Recommendations (to be no more than 5)

1. The PCSB to endorse the updated draft version of the Portsmouth Reduced Timetable Guidance¹
2. The PCSB to approve the robust approach outlined in relation to challenging schools for usage of reduced timetables that step outside of the guidance.
3. The PCSB to welcome reports and challenge schools where the Education team have not secured compliance.
4. The PCSB to support the view that children on CP/CiN plans should almost always be considered inappropriate for the implementation of a reduced timetable².
5. The PCSB endorse the notion that other than for medical reasons, those on reduced timetable should have and Early Help Assessment (EHA).

Reduced timetables have been recorded in Portsmouth since 2007 and we are as confident as we can be that schools are reporting the majority of these cases. These are cases where the offer is less than 25hrs or less than the offer made to the majority of peers (given that there is no legal definition of full-time. This does not include pupils whose timetable has is full-time offer made up of various different provisions.

The risks for children and young people associated with reduced attendance at school for whatever reason, including a temporarily reduced timetable, are well researched. These include the risk of sexual or other exploitation, or other safeguarding risks as well as the risk of lower educational attainment

It is important to emphasise that **there is no statutory basis** upon which to establish a reduced timetable. With the agreement of parents and carers, however, **in exceptional circumstances**, a short fixed term period of part time education may in very rare circumstances be judged to be in the interests of young people who are finding full time education very challenging. This **must**, however, be for a short, agreed period that has a planned progression back to full-time within maximum of 6 weeks.



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PCC remains committed to all children's right to a full-time education offer and makes clear the requirement that **a reduced timetable cannot be implemented without written agreement from parent/carers** (and the Virtual School or SEN Team at the Local Authority where appropriate).

A reduced timetable is likely to be suggested way forward for the following reasons.

1. Part of an in school support package

The school, parent/carers and other professionals agree that a short-term (no longer than 6 weeks) reduced timetable would support a pupil who is unable to cope with full time education, to regain success. This would be a closely monitored intervention to address, manage and support the emotional needs of the young person, put in place alongside other measures to address those needs.

2. Medical reasons

A pupil has a serious medical condition where recovery is the priority outcome. These arrangements would be part of a "medical plan" agreed between the school and health professionals. Please see [Ensuring a good education for children who cannot attend school because of health needs](#) before offering a reduced timetable for this reason.

3. Reintegration

As part of a planned reintegration into school following an extended period out of school following exclusion, non-attendance, school refusal etc. (no longer than 6 weeks)

This is not necessarily an exhaustive list but it is likely that a pupil being considered for a reduced timetable would fall within one of these 3 categories.

The data around reduced timetables for this purpose will not include those on less than full-time for medical reasons. End of year snapshot for number of reduced timetables was:

- 2014/15 = 49
- 2015/16 = 47
- 2016/17 = 65

Current Picture of those on a reduced timetable:

- Number of Primary aged pupils at mainstream on a reduced timetable = 13
- Number of Secondary aged pupil at mainstream on a reduced timetable = 12
- Number of pupils in special school on a reduced timetable = 40

The end of year snapshot is typical of the majority of points throughout the year. The specialist SEMH provision in the city has the highest level of those on a reduced package. The trend appears to be a relatively static number of pupils though encouragingly the quality of plans supporting these pupils appears to be improving.