

Guidance to Schools

Children not in full time education

The aim of this guidance is to ensure that children have access to their full entitlement to good quality education and that schools' and local authorities are meeting their statutory duties. This is also driven by concern for the safeguarding of children who are not in school during the normal school day.

The Ofsted report, [‘Pupils missing out on education’](#) found that ‘too many local authorities did not know how much education some pupils, such as excluded children and those with mental and physical health needs who do not attend school in the usual way, receive’.

The guidance on pupils missing out on education requires local authorities to establish a central record of all children not accessing full time education in the usual way to enable the local authority to track and monitor all pupils who are not in school full-time.

Schools, including academies and free schools, should:

Inform the local authority of any part-time education arrangements, regardless of the type of school.

May 2015 (Updated January 2017)

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Guidance around part-time arrangements:

DfE statutory guidance on the use of part-time timetable and exclusions is very clear:

In very exceptional circumstances there may be a need for a temporary part-time timetable to meet a pupil's individual need. For example where a medical condition prevents a pupil from attending full-time education and part-time package is considered as part of a reintegration package. A part-time timetable must not be treated as a long-term solution. Any pastoral support programme or other agreement must have a time-limit by which point the pupil is expected to attend full-time or be provided with alternative provision.¹

'informal' or 'unofficial' exclusions, such as sending pupils home 'to cool off', are unlawful, regardless of whether they occur with the agreement of parents or carers. Any exclusion of a pupil, even for short periods of time, must be formally recorded.²

The Office of the Children's Commissioner's has investigated illegal exclusions and their report, "Always Someone Else's Problem" found that:

There is a profound and troubling lack of awareness of the law on these matters, among school leaders including governors, and a school's parents and children alike. This can lead to illegal exclusions taking place by accident. Although this illegal activity may be inadvertent, it is nonetheless unacceptable. Head teachers and governing bodies have a shared statutory duty to ensure their schools act within the law at all times.³

The purpose of this guidance is to assist schools in ensuring they comply with statutory obligations and that they do not inadvertently exclude a pupil illegally.

Part-time timetables - key points:

- A part-time timetable should be a response to a review meeting where concerns and strategies are discussed; this could be a multi-agency meeting.
- A parent/carer must consent to part-time timetable by signing PT1.
- The timetable should be for a limited period. The suggested maximum length of a part-time timetable is half a term.
- Any part-time timetable arrangements should be regularly reviewed.
- The objectives of any part-time timetable should be clearly understood.
- A parent/carer must sign PT1 to be clear they are taking responsibility for the pupil when he/she is not in school and guarantee that the pupil will be supervised off site.

For this purpose a part-time timetable refers to those pupils who are **not allowed or not able** to attend either mainstream or special schools on a full-time basis for medical, behavioural or other reasons.

¹ P.14, School attendance (DfE)

² Para 13, Exclusion from maintained school, Academies and pupil referral units in England (DfE)

³ P.38, Always Someone Else's Problem (Office of the Children's Commissioner)

It **does not** refer to pupils whose full time curriculum has been modified but are still attending school, training, college, an alternative education provider, etc, full time. *For children of compulsory school age, parents are required under section 7 of the Education Act 1996 to ensure that, either by regular attendance at school or otherwise, their children receive **full-time** education.*

Use of part-time timetables:

A part-time timetable must only be used with the consent of parents/carers. Any proposal to use a part-time timetable must be discussed with parent/carer before the arrangements start.

Model paperwork is enclosed to assist schools in using modified timetables. Parents/carers should sign form PT1 to confirm they are consenting to a part-time timetable. This should be kept in the pupils school file.

Part-time timetables should only be used in very limited circumstances.

For example:

- Where there are behavioural difficulties and the school is trying a part-time timetable as an intervention to try and avoid exclusion as part of a pastoral support plan (PSP) or a planned reintegration package.
- Where a pupil has a short-term medical condition that prevents full time attendance for a time limited period. (In these cases a Medical Needs Plan would be developed in partnership with school).

Where a pupil has an on-going medical condition, which necessitates them missing more the 15 school days (or more than 30 sessions) as a result of the condition, consideration should be given to referring them through [Single Point Referral](#). Any referral will normally need to be supported by a medical practitioner.

Schools should take care to ensure that a part-time timetable is not deemed to be an illegal exclusion. To that end all modified timetables should:

- Have clearly defined objectives;
- Be for a specified and limited period of time;
- Be kept under regular review; and
- Not be implemented without written parental agreement.

Pupils should be provided with sufficient and appropriately differentiated work to do for those hours they are not in school. Arrangements should be made to ensure that the work is marked; assessed and constructive feedback is given to the pupil.

Once tried as an intervention it will only be appropriate on rare occasions to have a further period with a part-time timetable since it shows that the strategy was not working and a different intervention should to be considered.

Pupils with a Statement of Special Educational Needs or an Education, Health & Care Plan:

A part-time timetable should only be used for a pupil with a Statement of Special Educational Needs or an Education, Health & Care Plan in very limited circumstances.

A pupil should not be put on a part-time timetable because of their special educational need as this may constitute discrimination. In some cases a special educational need may also be a disability and therefore constitute a protected characteristic under the Equality Act 2010.

A part-time timetable should only be implemented following an annual review of that statement.

A part-time timetable should:

- Have clearly defined objectives;
- Be for a specified and limited period of time;
- Be kept under regular review; and
- Not be implemented without written parental agreement and the consent of the SENACT Case Officer.

An Additional Support Plan should be agreed that clearly lays out the use of any extra provision in the statement or EHC plan.

Pupils should be provided with sufficient and appropriately differentiated work to do for those hours they are not in school. Arrangements should be made to ensure that the work is regularly marked; assessed and constructive feedback is given to the pupil.

Schools should ensure that the provision made in the statement or EHC plan is used to meet the child's needs.

Once tried as an alternative measure it will only rarely be appropriate to have a further period with a part-time timetable since it shows that the strategy should was not working and a different intervention needs to be considered.

Children looked after:

Looked after children are amongst some of our most vulnerable pupils and therefore a part-time timetable should only be implemented in very limited circumstances when all other interventions have been tried.

A part-time timetable should only be implemented after a review of the child's Personal Education Plan (PEP).

A part-time timetable should:

- Have clearly defined objectives;
- Be for a specified and limited period of time;
- Be kept under regular review; and
- Not be implemented without written parent/carer agreement and the consent of both the child's social worker and the Virtual School (or their representative) at the local authority responsible for the child.

Pupils should be provided with sufficient and appropriately differentiated work to do for those hours they are not in school.

Arrangements should be made to ensure that the work is regularly marked; assessed and constructive feedback is given to the pupil.

Once tried as an alternative measure it will only rarely be appropriate to have a further period with a part-time timetable since it shows that the strategy should was not working and a different intervention needs to be considered.

Children subject to a child protection plan:

Children on a child protection plan are amongst some of our most vulnerable pupils and may be placed at greater risk if placed on a part-time timetable. Therefore a part-time timetable should only be implemented in the most exceptional circumstances when all other interventions have been tried.

If a school is considering using a part-time timetable they should first consult with the child's social worker. **Any part-time timetable should only be implemented following a Core Group meeting.**

A part-time timetable should:

- Have clearly defined objectives;
- Be for a specified and limited period of time;
- Be kept under regular review; and
- Not be implemented without written parental agreement and the consent of the social worker responsible for the child protection plan.

Pupils should be provided with sufficient and appropriately differentiated work to do for those hours they are not in school. Arrangements should be made to ensure that the work is regularly marked, assessed and constructive feedback is given to the pupil.

Once tried as an alternative measure it will only rarely be appropriate to have a further period with a modified timetable since it shows that the strategy should was not working and a different intervention needs to be considered.

Illegal exclusions:

Part-time timetables that **DO NOT** have clearly defined objectives, a specified end date, a review process, and/or the consent of parents/carers may constitute an illegal exclusion.

Professionals who become aware of an illegal exclusion or a pupil on a part-time timetable and have concerns around the reasons for its use, the length the timetable is in place for and/or whether it has the consent of the child's parents/carers should notify the Kirklees Learning Partner.

The Ofsted School Inspection Framework states:

Should inspectors find that the school has used exclusion illegally; this should be taken very seriously and taken into account when judging leadership and management.⁴

Marking the attendance register:

Schools can approve educational activities that take place away from the school providing they meet the requirements set out in regulations and guidance.

According to the DfE's School Attendance guidance:

An approved educational activity is where a pupil is taking part in supervised educational activity such as field trips, educational visits, work experience or alternative provision. Pupils can only be recorded as receiving off-site educational activity if the activity meets the requirements prescribed in regulation 6(4) of the Education (Pupil Registration) (England) Regulations 2006. The activity must be of an educational nature approved by the school and supervised by someone authorised by the school. The activity must take place during the session for which the mark is recorded⁵.

The DfE guidance also provides specific guidance about the use of the B code. It states:

*This code should be used when pupils are present at an off-site educational activity that has been approved by the school. Ultimately schools are responsible for the safeguarding and welfare of pupils educated off-site. Therefore by using code B, schools are certifying that the education supervised and measures have been taken to safeguard pupils. **This code should not be used for any unsupervised educational activity or where a pupil is at home doing school work.** Schools should ensure that they have in place arrangements whereby the provider of the alternative activity notifies the school of any absences by individual pupils. The school should record the pupil's absence using the relevant absence code.⁶*

In respect of part-time timetables it states:

In agreeing to a part-time timetable a school has agreed to a pupil being absent from school for part of the week or day and therefore must record it as authorised absence.⁷

Therefore in most cases it would **not** be appropriate to use the 'B' code to record the period when a pupil on a part-time timetable is not attending school. The C code would be more appropriate in most situations.

⁴ Para 99, Subsidiary guidance, Ofsted, January 2014

⁵ Page 8, School Attendance, DfE, Nov 13

⁶ Ibid⁷ Page 14, ibid

Consent Form (template):

Pupil:	
UPN:	
Date of Birth:	Gender: MALE <input type="checkbox"/> FEMALE <input type="checkbox"/>
School:	Year Group:
Is the pupil 'looked after' by Kirklees, or any other local authority: YES <input type="checkbox"/> NO <input type="checkbox"/>	
If not Kirklees, which other local authority?	
Does the child have a Statement of SEN or an Education, Health & Care Plan: YES <input type="checkbox"/> NO <input type="checkbox"/>	
Is the child subject to a Child Protection Plan: YES <input type="checkbox"/> NO <input type="checkbox"/>	
Has the pupil had a part-time timetable before? YES <input type="checkbox"/> NO <input type="checkbox"/>	If yes, when:

Name of parents/carers:	
Name of lead person in school:	
Name of social worker (if applicable):	
Name of SEN caseworker (if applicable):	
Name of Virtual School rep (if applicable):	
Name of Attendance & Welfare Officer:	

Reason for the part-time timetable:

Date of meeting agreeing the part-time timetable:	
Start date of part-time timetable:	
Number of hours in education each week:	
Review date of part-time timetable:	
End date of part-time timetable:	

TIMETABLE	Monday	Tuesday	Wednesday	Thursday	Friday
Time in education:					

Objectives of the part-time timetable:
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Any other comments relating to this part-time timetable:
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I understand my child has been placed on a part-time timetable for a limited period of time. I have discussed the matter fully with the school and agree, during the period of the part-time timetable to:

- Take full responsibility for my child during the hours when not attending school
- Ensure there is supervision of school work during those hours
- Ensure there is a flow of work between school and home for marking and guidance
- Take full responsibility for the health and safety on my child when they are not in school

Parent/carer signature: _____ Date: _____

During the period of the part-time timetable the school will:

- Monitor the effectiveness of the part-time timetable
- Hold a review on the agreed date
- Provide work the child to do whilst at home and mark all work complete

School Signature: _____ Date: _____

Other signatures (if required):

SEN Caseworker: _____ Date: _____

Social Worker: _____ Date: _____

Virtual School rep: _____ Date: _____

Attendance & Welfare Officer: _____ Date: _____

Once completed this form should be retained with the pupil's school records

Collecting and Recording Information on Pupils on Part-Time Timetables

Kirklees Schools - Procedure for Informing the Local Authority

Schools should inform the local authority within five days of part-time attendance arrangements starting by sending the completed form "Notification Form Part Time Timetable" via anycomms to the pupil referral service. Please select "upload files to a service" and choose the recipient "KS4 Partnerships Info". The form can be downloaded from the PRS document section on the Kirklees website.

If the part-time arrangements are for less than five school days schools do not need to inform the local authority.

As arrangements for part time timetables should be time limited according to the DfE guidance the duration of the part-time timetable arrangements should be known from the outset. Schools should complete the form with a start date and the end date of the arrangements and in this case the form only needs to be sent once.

If the duration of the part-time timetable in exceptional circumstances is not known at the beginning the schools should then inform the local authority of the actual end date by resending the form, this time with the end date completed. This will ensure that the pupil data are correct, at the same time avoiding schools having to enter the same information twice.

Details of Information Collected

In order to get a clearer picture of the reasons for part-time timetables we are asking schools to identify the main reason for part time attendance by choosing from the dropdown list on the form, likewise tuition arrangements should be identified by choosing the appropriate option from the dropdown list on the form.

We will not be collecting through this method data on pupils where the taught supervised provision is equivalent to a full-time timetable and where attendance and achievement is monitored by the school, for example pupils attending collegiate courses, Nexus placements, placement with accredited training providers, extended work experience placements.

We will also not be collecting data through this method where the pupil is attending a pupil referral unit either full-time or part-time and where the taught supervised provision is equivalent to a full-time timetable.

We will only be collecting data on pupils of statutory school age that is from year 1 to year 11. Part time attendance of children in nursery or reception therefore does not need to be reported.

Information for fixed term or permanently excluded pupils will only be recorded by this method if they are not receiving day six provision.

Information regarding pupils with complex needs and where no suitable school place is available should be recorded in this way; this information should be provided by school or SENACT if the pupil is not on a school or PRU roll.

Use of Information Collected

The information provided will enable the local authority to collate and monitor information about the achievement and safety of any child or young person not accessing education in the usual way. It will then allow local authority services to work collaboratively with schools, parents and other agencies to ensure the best possible outcome for sometimes vulnerable children or young people.

The information in this way collected from schools will be presented to PRS managers as an agenda item as part of the fortnightly meetings. Cases where a closer involvement of the local authority is then deemed to be required will trigger a listing on the next single point of referral panel and, if panel decide it to be appropriate, allocated as a case to a PRS service or brought to the attention of other agencies.

DfE Advice

The DfE advice on school attendance states that as a rule schools cannot place a pupil on a part time timetable. All pupils of compulsory school age are entitled to a full-time education. In very exceptional circumstances there may be a need for a temporary part-time timetable to meet a pupil's individual needs. For example where a medical condition prevents a pupil from attending full-time education and a part-time timetable is considered as part of a re-integration package.

A part-time timetable must not be treated as a long-term solution. Any pastoral support programme or other agreement must have a time limit by which point the pupil is expected to attend full-time or be provided with alternative provision. In agreeing to a part-time timetable a school has agreed to a pupil being absent from school for part of the week or day and therefore must record it as authorised absence.

Ofsted Report 'Pupils Missing Out on Education'

In light of the recently published Ofsted Report 'Pupils Missing Out on Education' (published November 2013, Ref no. 130048), the Local Authority is seeking to work in partnership with schools to develop an effective centralised database of any part-time education arrangements in place for individual pupils within Kirklees.

The main groups of children and young people who are the focus of this report are those who:

- have been permanently excluded
- have particular social and behavioural difficulties and have personalised learning plans: this means that, by arrangement, they do not attend their usual school full time on a full time basis
- have mental health needs and access Child and Adolescent Mental Health Services (CAMHS), either as an in-patient or through services provided in the community
- have medical needs other than mental health needs
- rarely attend school and have personalised learning plans as part of attempts to reintegrate them into full-time education
- are pregnant or are young mothers of compulsory school age
- have complex needs and no suitable school place is available.

Schools, including academies and free schools are required to:

1. Establish clear accountability for the achievement, safety and personal development of all children and young people who are on the school roll but not accessing school in the usual way, and for the quality and amount of provision made for them.
2. Inform the local authority of any part-time education arrangements, regardless of the type of school.

Notification of Part Time Education Arrangements – January 2017

Please send the completed form as soon as the part time arrangements start to the Pupil Referral Service via Anycomms, recipient is KS4 Partnerships.

1. If you know the end date please include it on the form.
2. If the end date is unknown please re-submit once the date is known.
3. Please resubmit the form with the end date completed once the pupil has returned to fulltime education.

School Name	Click here to enter text.
Date form completed	Click here to enter a date.
UPN	Click here to enter text.
First Name	Click here to enter text.
Surname	Click here to enter text.
SEN status	No SEN <input type="checkbox"/> SEN SUPPORT <input type="checkbox"/> EHCP REQUESTED <input type="checkbox"/> EHCP <input type="checkbox"/>
Start date of part-time education arrangements	Click here to enter a date.
End date of part-time education arrangements	Click here to enter a date.

Reasons behind part-time education arrangements

Choose an item.

Type of education outside school

Choose an item.

Hours of education in school	Click here to enter text.
Hours of education outside school	Click here to enter text.
Total hours of education provided	Click here to enter text.

Comments and further details

Click here to enter text.

Anycomms Link: <https://sst.kirklees.gov.uk/Login.aspx> Upload to a Service - KS4 Partnerships