

**COUNCIL OF THE ISLES OF SCILLY**

**Children and Family Services,**

Carn Gwaval, Church Road, St Mary’s, Isles of Scilly, TR21 0NA  
01720 424490

childrenservicesemail@scilly.gov.uk

# Reduced Timetable Notification

## **Statutory Duty Confirmation**

Schools have a statutory duty to provide a full time education for all pupils on their roll. The use of a reduced timetable should be an exceptional measure in any school.

It is illegal for a school to impose a reduced timetable however it is accepted that a time-limited reduced timetable may be appropriate provided that the setting can demonstrate that guidance within documentation published on the Council of the Isles of Scilly website has been followed.

Please remember your responsibilities in relation to the Data Protection Act when providing information in relation to this arrangement. This secure form must be used for all notifications and any separate attachments should be sent securely.

**Tick the box to confirm that you have read and understood the above:**

**Date ticked:**

**Please note that to tick boxes please click on the blank box**

### **School Details (Insert Name of School/Academy)**

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**Is the school out of country?** Yes  No

**Has the school referred to The Council of the Isles of Scilly reduced timetable guidance?**

Yes  No

#### **Main contact for the arrangement**

**Surname:**

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**Forename:**

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**Role title:**

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**Telephone number:**

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**Email address:**

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### **Pupil Details**

**Pupil surname:**

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**Pupil Forename(s):**

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**Date of Birth (dd/mm/yyyy):**

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**Year Group:**

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**Gender:**

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**UPN:**

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**Does the child have an EHC Plan?** Yes  No  Under assessment

**Is the child in care?** Yes  No

**Known to Social Care?** Yes  No

**Known to the Police (any VIST)?** Yes  No

### **Basis for Arrangement**

**Meeting**

School, parents and other professionals should meet to discuss the current situation and plant next steps. Wherever possible the young person should be included in this discussion, or it should be agreed who will explain the plan to them.

**Date of meeting when reduced timetable was agreed (dd/mm/yyyy)**

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**Reason for reduced timetable**

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| --- | --- | --- | --- |
| **Part of in school support package** |  | **Medical** |  |
| **Reintegration** |  | **Flexi-schooling (parental request for lifestyle reasons)** |  |
| **Parent opting for part-time admission for non-CSA child** |  | **Other** |  |

**Plan on which reduced timetable arrangement is to be monitored (e.g. ISP, PEP, CAF, Other)**

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**Which services have been the main source of advice and guidance in putting arrangement in place?**

Schools should not consider a reduced timetable for a pupil without the involvement of external agencies. Professionals who might be involved form Council of the Isles of Scilly Children’s Services include Early Help, Social Care, Educational Psychologists, Education Welfare Officers, Virtual School for Children in Care**.**

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| --- | --- | --- | --- |
| **ASD Team** |  | **Early Help** |  |
| **Education Welfare Service** |  | **Educational Psychology Service** |  |
| **Health** |  | **Statutory SEN Service** |  |
| **Social Care** |  | **Virtual School for Children in Care** |  |
| **Other** |  |  |  |

**Risk Assessment**

In considering the appropriateness of a reduced timetable, a risk assessment would need to be completed to clarify any potential risks to the welfare/safeguarding of the child during the time they are not in school and any wider impact on the family (e.g. a parent who might lose their job if they have to be at home with their child).

**Has a risk assessment been completed?** Yes  No

**Is the child known to be at risk of Child Exploitation?** Yes  No

**Parental Consent**

It is illegal for a school to impose a reduced timetable however it is accepted that a reduced timetable may be appropriate provided that the setting can demonstrate that the guidance provide by the Council of the Isles of Scilly has been followed. Written parental consent much be provided and evidenced on the young person’s file and time frames agreed. Without parental consent, a reduced timetable cannot happen, and alternative solutions must be sought.

**Has parental consent been obtained?** Yes  No

**Have the parents been given a copy of the Bitesize Guide on reduced timetables?**

Yes  No

### **Arrangement details**

**Start date of reduced timetable Proposed end date**

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**Review date (must be within 6 weeks)**

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**The recommended timescales are:**

* In-school support package – 6 weeks maximum for arrangement
* Reintegration – 6 weeks maximum for arrangement
* Medical – 6 weekly review
* Flexi-schooling – 6 weekly review

### **Timetable details**

**What are the timetable arrangements?**

**Please give details of the planned timetable below to include the timings and the provision:**

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**Total Hours:**

**Notes about timetable**

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**Have you checked that any external provider is appropriately qualified to work with children / young people?**

Yes  No  Not applicable

**Additional provision to manage behaviour and the use of exclusion**

**What steps have been/are to be taken to ensure that the alternative provision is meeting the needs of the child?**

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|  |

**What attendance Code will be used for the child when not in school?**

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**Supporting information including the background to the arrangement and the plans in place to support a return to full time.**

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