**Reduced Time Tables**

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 learners deemed fit for school.

Welsh Government guidance ‘Belonging, Engaging and Participating’ stipulates that part-time timetables should only be used in exceptional circumstances as a short-term measure, (generally no more than a six-week period) with the intention of returning to fulltime attendance at school sooner, if feasible.

Schools should ensure learners who are on a part-time timetable, receive a full education, where this is appropriate for individual learners. These could include for example, providing the pupil with on-line or hard copy resources and work.

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 learners and for schools 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.

When can a reduced timetable be used? 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;

• 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;

Part-time timetables should never be used as a means of managing behavioural issues. Before a decision is made to put in place a reduced timetable, parents and learners and the local authority should be fully consulted.

Reduced timetables developed by the school without local authority involvement and parental agreement could be construed as an unofficial exclusion and could be unlawful if the parent has not requested leave for their child and/or the school could be regarded as preventing the pupil from accessing the curriculum.