

Advice and Guidance for Reduced Timetables

School have informed me that they want to put my child on a reduced timetable.
Can they do this? What do I need to be aware of?

What does the law say?

The law entitles every child of compulsory school age to an efficient, full-time and suitable education. For children who attend school for their education, this typically means between 22 and 25 hours a week for 38 weeks of the year.

Additional information

- Peterborough City Council will only support reduced school timetables in very specific circumstances, primarily when a pupil's physical or mental health needs necessitate it.
- When considering placing a pupil on a reduced timetable, the school must be satisfied that a reduced timetable is an appropriate intervention given the needs of the pupil. There must be a clear and evidenced rationale for considering a reduced timetable as an intervention aimed at supporting the needs of the pupil.
- A reduced timetable should only be put in place with the agreement of both the school and parent or carer.
- A reduced timetable should be in place for no longer than 6 weeks.
- Regular review meetings, which include the pupil and their parent or carer, should be held to ensure it is only in place for the shortest time necessary.
- A reduced timetable should have a proposed end date but can be extended as part of the regular review process. In some limited cases, a pupil with a long-term health condition may require a reduced timetable for a prolonged period.
- Where the pupil has a social worker, the school is expected to keep them informed and involved in the process.
- If the pupil has an Education Health & Care Plan (EHCP) the school should discuss the reduced timetable with the Local Authority so that any support package that is in place can be reviewed as swiftly as possible.
- Schools cannot use reduced timetables to manage a child's behaviour.

Key questions you may want to consider:

- Why is my child being considered for a reduced timetable?
- Why does school feel this is in the best interest of my child?
- How will a reduced timetable meet my child's needs?
- What is the timescale for my child to return to full time education?
- What support will be provided for their learning, whilst my child is not at school?
- Can I request written confirmation of the reduced timetable, its duration of the reduced timetable along with the reintegration plan, from school?
- What support will be put in place to support my child to be reintegrated back into school full time?
- What is the future impact on my child?
- What other Services will be involved with my child's reduced timetable?

Key websites for further advice and guidance

- [School attendance and absence: Overview - GOV.UK](#)
- [Part-time timetable | \(IPSEA\) Independent Provider of Special Education Advice](#)
- [Part-time Timetables and Suspensions | DSPL7](#)
- [Peterborough Information Network | SEND Information Advice and Support Service \(SENDIASS\)](#)

For further information, please use the
QR code to visit our Peterborough
Virtual School website

