



Reduced Timetable Attendance Policy 2019-22

OUR MISSION

The Charter School East Dulwich (TCSED) is founded on the conviction that all children deserve the opportunity to succeed, whatever their start in life or personal circumstances. We will teach our students to be curious, creative, confident, courageous and caring. They will be happy in themselves, excited about their future and ambitious for success. They will leave us fully able to participate in our democratic society and prepared to meet the challenges and to harvest the opportunities of life in the 21st century.

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Rationale

The Charter School East Dulwich is committed to ensuring that all pupils receive a full educational entitlement and achieve their potential. We work hard to ensure that all pupils' needs are met adequately, through the timetable that is provided for them.

In very exceptional circumstances, where the needs of a pupil require it, it may be reasonable for The Charter School East Dulwich to consider placing a pupil on a reduced timetable for a short period of time. The pupil is re-integrated to recommence a full-time education, as soon as is suitable for the child's needs. The purpose of this policy is to outline the reasons that a child may be placed on a reduced timetable, how this will be done, how this will be monitored, and how they will be re-integrated.

All schools have a statutory responsibility to identify and track any pupils missing from education and any pupil on a reduced timetable is at risk of missing education and therefore needs to be tracked carefully. A reduced timetable will only be put in place with the joint agreement of the parent or carer and the school and, where necessary, the local authority.

This policy works alongside the following policies, which must also be adhered to in the creation of a reduced timetable:

- Attendance and Punctuality Policy
- Safeguarding Policy
- Positive Discipline Policy
- SEND Policy

AIMS

- To ensure that students are only put onto a reduced timetable in exceptional circumstances and for one of a narrow list of reasons as identified in this policy.
- To ensure that students are only put onto a reduced timetable for a limited amount of time and not as a long-term solution.
- To ensure that students on a reduced timetable are not missing any education.
- To ensure that reduced timetables are not used by our staff as a form of exclusion.

IMPLEMENTATION

The number of hours spent in education will be reduced for a time-limited period of no more than six weeks.

A reduced timetable will only be put in place with the joint agreement of the parent or carer and the school (and where necessary the local authority). Students on a reduced timetable will be marked as C on attendance registers for the duration of the period. This recognises the precise registration arrangement the school for providing an education for the student (See Appendix A).

REASONS FOR IMPLEMENTING A REDUCED TIMETABLE

A reduced timetable is only offered in our school and only in **exceptional circumstances**, where every other avenue to ensure a pupil receives their full-time education has been exhausted. The exceptional circumstances where a reduced timetable is an option are:

- School, parent/carers and other professionals agree that a short-term (no longer than six weeks) reduced timetable would support a pupil who has become disaffected, to regain success. This would be a closely monitored intervention to address and manage the impact of significantly challenging behaviour, emotional or social needs whilst alternative arrangements are being made to meet the individual needs or to coordinate with therapeutic intervention or other services.
- As part of a planned re-integration into school following an extended period out of school following exclusion, non-attendance, school refusal or to facilitate a managed transfer between schools (although this should not be the norm for managed moves).
- Following an extended absence due to ill health or other 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.
- Where the child has a special educational need which means that a full timetable is not in their best interests.

PROCEDURE FOR IMPLEMENTATION OF A REDUCED TIMETABLE

In circumstances where the school considers that it may be necessary to establish a reduced timetable for a pupil, the school will:

- Undertake a thorough risk assessment, giving consideration to safeguarding measures for the duration of the reduced timetable period. This will be recorded on a risk assessment form and kept on the child's record.
- Convene a meeting between the Head and parents to discuss the possibility of a reduced timetable.
- During this meeting, the Head will complete the 'plan section' of the 'Reduced Timetable Re-integration Plan' (see Appendix B) with the parent during this meeting.

For a pupil with an Educational Health and Care Plan (EHCP): the SENCO will convene an EHCP review meeting to discuss proposals for a reduced timetable and seek agreement from both the parents or carers and local authority and then follow this up with a further parental meeting to complete the 'Reduced Timetable Re-integration Plan'.

For Looked After Children (LAC): the SENCO/Pastoral Care Manager will seek the approval and written permission of the parents or carers of the pupil and the local authority and then follow this up with a further parental meeting to complete the 'Reduced Timetable Reintegration Plan'.

WHAT WILL HAPPEN DURING THE INITIAL MEETING?

The SENCO/Pastoral Care Manager will ensure that all participants are satisfied that suitable arrangements are in place to assure the safeguarding and care of the pupil during the period when they would otherwise have been expected to be in school. A written agreement with the parents or carers about who is responsible for the welfare of the student for the sessions in question will be drawn up.

The initial risk assessment will be reviewed and further detail which addresses any actual or potential safeguarding, welfare, offending or harmful behaviour concerns that may result from a change in the pattern of school attendance will be added.

The Reduced Timetable Reintegration Plan will be completed in the meeting so that agreed objectives are formulated with parents/carers of clear steps to access a short term, educational plan for the child based on their needs.

The number of hours of support that have been named in a statement of special educational needs will be taken into account, in order that we continue to meet our statutory obligations. Arrangements for education set out in the plan will be inclusive and will ensure that the pupil will be able to participate in the universal offer during the re-integration.

A route back to a full educational entitlement will be agreed by clearly defining objectives, milestones and support for the duration of the plan.

CONSIDERATIONS

Action will be taken to ensure that the impact of a reduced timetable on travelling and transport arrangements does not discriminate against the pupil or impede their access to education.

An assessment using the Common Assessment Framework (CAF) will have been carried out to establish if there are wider needs and to be working with external agencies to support the pupil.

Arrangements for a reduced timetable will not discriminate against a pupil's access to free school meals.

COMMUNICATION

This policy needs to be communicated to:

- staff that may be involved in setting reduced timetables for students
- parents, especially those whose children are on reduced timetables or for which this may be an option
- governors, the 'Trust' Executive team and the school leadership team

STAFF

All staff will be informed of this policy, specifically that reduced timetables are only put in place for a very small number of primary school children in very exceptional circumstances.

The policy will be placed on the staff intranet, primary staff will be told in person at a staff meeting at least annually and more often if the need arises.

PARENTS

Any parent who has a child on a reduced timetable will be given this policy and kept informed throughout the period that a reduced timetable is in operation for their child. Any parents of children who are proposed for reduced timetables will be met with in person for further discussion.

The policy will be shared with the parent once their child has been placed on a reduced timetable, any parent whose child may be affected will be contacted directly and will be met with regularly.

GOVERNORS AND THE LOCAL AUTHORITY

Will be given monitoring information on the students on reduced timetables as specified in the monitoring section of this policy.

The policy will be made available for any parents whose child is on a reduced timetable and will be approved by the LGB. A link to the policy will be sent to the local authority as required.

MONITORING AND REVIEWING A REDUCED TIMETABLE

The school will:

- Record the pupil's attendance, using the appropriate registration code, in order that both the school and the LGB can monitor when the pupil began and ended their reduced timetable.
 - Establish robust arrangements for monitoring and regular review of the plan by a named member of senior staff.
 - Keep a central record of the attendance of all pupils on reduced timetables by establishing a defined user group within the school attendance system (e.g. Arbor) and monitor the overall use of reduced timetables to ensure their application does not discriminate against particular groups of pupils. Reports on student attendance will feature in reports to Governors to monitor and measure impact for the students who have been placed on a Reduced Timetable.
 - Ensure effective communication with parents or carers and key professionals with regard to progress towards the pupil's full re- integration to school.
- Ensure that pupils on reduced timetables are appropriately recorded and monitored via the pupil attendance register and maintain a central record of all pupils not accessing a full-time education in the usual way.

MONITORING THE IMPLEMENTATION OF THIS POLICY

Termly in-school achievement data will document those children who are on a Reduced Timetable for that term, these are examined during SLT, MLT and department meetings on a termly basis. Here, the reasons for implementation and the duration of the reduced timetable will be detailed on a child by child basis. Termly behaviour reports will also evidence the impact of this provision.

REVIEW

This policy will be reviewed every three years, or when there is an update to practice or legislation. The policy will be reviewed by SLT, EWO and ratified by the LGB.

RELATED DOCUMENTS

The Charter School East Dulwich Attendance Policy
Reduced timetable reintegration plan template (Appendix B)
'Recording attendance' guidance document (Appendix A)



Appendix A

RECORDING ATTENDANCE

It is important that schools act to ensure that the DFE regulations in respect of attendance are correctly observed for pupils on a reduced timetable.

The registration codes applied will depend on the precise arrangements for providing education.

REGISTRATION CODES

C Code

To be used when a pupil has a reduced or part-time timetable that includes sessions which have been mutually agreed not to involve attendance at any other institution or supervised activity.

The sessions agreed not to involve attendance should be recorded as authorised absence.

The school should be satisfied that appropriate arrangements are in place for the care and welfare of the pupil during the time when they would otherwise be at school. This is particularly important for pupils in the Primary phase.

B Code

To be used if the pupil is receiving off-site provision, approved by the school, including any work experience forming part of the aforementioned alternative provision.

A pupil marked 'B' should be present at another institution or appropriately supervised activity agreed by the school.

The school should establish robust arrangements with other providers to promote the effective and timely sharing of individual pupil attendance information, to ensure they fulfil their legal and safeguarding responsibilities and apply the correct registration codes.

W Code

To be used if a pupil, in the final two years of compulsory education, is attending an approved work experience placement and is otherwise attending sessions at school.

Attendance monitoring arrangements should reflect those applied for off-site provisions as above.



Reduced Timetable Reintegration Plan

Name:	Class:	Meeting with parents:	Start date:	End date:
Year Group:				
		Plan	Review 1	Review 2
Objectives				
Small Steps				
Success Criteria				
Assessment, planning and review				
Alternative curriculum				
Additional resources				
Outcomes				
Suggestions for parental support:	What the pupil / student needs to do:			
Parent/Carer signature:	Pupil signature:			
Designated teacher with responsibility:				