



Northamptonshire Local Offer

Quick Guide:

Part-Time Education and Reduced Timetables

[The School Admissions Code \(2014\)](#) states that children are entitled to a full-time school place in the September following their 4th birthday.

In exceptional circumstances, there may be a need for a temporary reduced timetable to meet a pupil's individual needs. For example, where a medical condition prevents a pupil from attending full-time education and a reduced timetable is considered as part of a re-integration package.

[Northamptonshire Hospital and Outreach Service \(NHOE\)](#) can provide advice to schools when pupils have medical conditions that affect their ability to attend school.

A reduced timetable should only be used as a short-term measure. Pastoral support programmes (or other agreements) must have a time limit by which point the pupil is expected to attend school full-time or be provided with alternative provision. In agreeing to a reduced timetable, the school has agreed to a pupil being absent from school for part of the week (or day). Therefore, the absence must be recorded as an authorised absence.

Safeguarding

Section 157 and 175 of the [Education Act 2002](#) places a duty on local authorities and schools to exercise their functions to safeguard and promote the welfare of pupils. When considering a reduced timetable, schools must recognise any safeguarding issues, and the impact they might have on the pupil. If there are any safeguarding concerns, schools should contact the [Multi-Agency Safeguarding Hub \(MASH\)](#) for advice.

Communication

Guidance from the [Office for Standards in Education, Children's Services, and Skills \(Ofsted\)](#) states that all schools must notify the local authority if any pupils are missing from education. They must also inform the local authority of any reduced timetable arrangements. This applies to schools maintained by the local authorities, academies, free schools, and independent schools.

Schools must complete NCC's [online form](#) before the reduced timetable begins. Further advice is available from NCC's webpage, [Attendance and Behaviour Support for Schools](#).



Children First
Northamptonshire



Northamptonshire
County Council