

Part-time and Alternative Provision Timetables

Part-time timetables (PTTTs) are arrangements where a student receives less than full-time education

The DfE guidance specifies that these should only be used in exceptional circumstances, such as when a student has a medical condition that prevents full-time attendance or when a short-term reduction in hours is necessary to support reintegration into full-time education

[Working together to improve school attendance - GOV.UK](https://www.gov.uk/government/guidance/working-together-to-improve-school-attendance)

Key Points from the Guidance

- **Temporary in Nature** - Part-time timetables must not be treated as a long-term solution. They should be time-limited, ideally not exceeding a half-term, and must include a clear end date.
- **Parental Consent** – Schools must obtain written consent from parents or guardians before implementing a part-time timetable. This consent should be documented to ensure compliance with statutory regulations.
- **Safeguarding Responsibilities** – Schools have a duty to safeguard all students, including those on part-time timetables. A Risk Assessment should be conducted to evaluate the potential risks associated with a student not receiving full-time education.
- **Implementation Procedures** – Schools must follow specific procedures when agreeing to a part-time timetable, including documenting the reasons for the arrangement and ensuring that it is in the best interest of the child.
- **Monitoring & Review** – Regular reviews should be conducted to assess the effectiveness of the Part-time timetable and to determine when the student can return to full-time education. This process should involve collaboration with parents and relevant professionals.

- A PTTT is not considered an appropriate method to manage poor behaviour, or pupils at risk of exclusion, in the longer term
- Any pupil on a PTTT is expected to have a My Plan + in place (along with a My Assessment) to ensure needs are identified and SMART targets set in conjunction with parents and other professionals
- Any decision about a PTTT needs to have due and full consideration of any safeguarding and welfare risks, plus steps to prevent these - not being in school full-time can put children at significant risk, including risk of harm, neglect, abuse, exploitation and radicalisation, as well as the risks of underachieving, poor outcomes and becoming NEET

It is important as a local authority that we have a central record of all children not accessing full time education in the usual way, including those accessing alternative provision full time away from their mainstream school, regardless of where they are on roll.

We do not require data relating to:

- Pupils registered with Gloucestershire Hospital Education Service
- Key Stage 4 pupils on block work experience (W Code)

How do I report Reduced Hours & Alternative Provision Timetables

- Full details of when to use a Reduced Hours or Alternative Provision timetable can be found here: [Part-time and Alternative Provision Timetables](#)
- C2 codes should be used to report PTTT & AP on your registers
- All PTTT & APs should be reported using the [JADU form](#) - this is for all children (with and without EHCPs)
- The number of C2s reported should tally with the number of timetables reported.

What would you like to report *

- ☐ Reduced Hours
 - ☐ Alternative Providers
 - ☐ Reviewing a Reduced Hours provision
 - ☐ Reviewing Alternative Providers provision
-



Part-time Timetables Reduced Hours

Submitted Date:

15/09/2025

30/11/2025

RH Reports by Phase

Primary

218

Secondary

193

Reports by District

District	No.
Cheltenham	66
Cotswold	33
Forest of Dean	97
Gloucester	99
Stroud	96
Tewkesbury	46
Total	442

YJ aware? No.

No	231
N/A	210
Total	442

Social Worker? No.

No	39
Yes	47
Total	44

Number of reports by NCY

NCY10	60
Recepti...	55
NCY8	47
NCY11	42
NCY1	41
NCY9	41
NCY2	36
NCY3	30
NCY5	29
NCY6	21
NCY7	21
NCY4	19

RH Reports by SEND



Pri Need (if E or K)

	No.
Cognition and Learning	49
Physical and Sensory	25
Social, Emotional and Mental Health	178
Speech Language and Communication	87
Total	339

Reports by Planned Duration (wks)

Weeks	No.
1	17
2	55
3	32
4	35
5	16
6	123
7	20
8	33
9	2
10	4
11	1
Total	442

Reports by Planned weekly hours

Hours	No.
1	18
2	16
3	13
4	10
5	22
6	9
7	6
8	5
9	2
10	40
11	10
Total	442

442

No. RH Reports

372

No. Pupils with RH

189

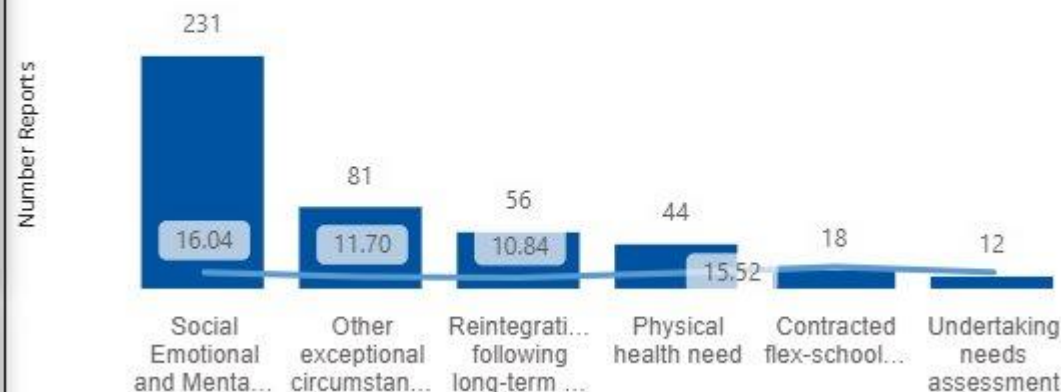
No. current reports

162

No. current pupils

Average Hours and Number of Reports of RH PTTT by Reason

No. Reports Av. Hours



Living our values every day



Accountability



Integrity



Empowerment



Respect



Excellence



Gloucestershire
COUNTY COUNCIL

The DfE guidance emphasises that while Part-time timetables can be beneficial in certain situations, they must be implemented carefully and with consideration to the student's overall educational needs and welfare.

Schools are encouraged to explore all other avenues before resorting to a part-time timetable and to ensure that any such arrangement is closely monitored and reviewed.

Useful information:

- [Working together to improve school attendance - GOV.UK](#)
- [Part-time and Alternative Provision Timetables](#)
- [JADU form](#)

If you have any queries about this process, please contact your Inclusion Officer in the first instance or call our general helpline on 01452 427274