

Part-time and Alternative Provision Timetables

Part-time timetables (PTTs) 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](#)

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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.

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- 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

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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)

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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

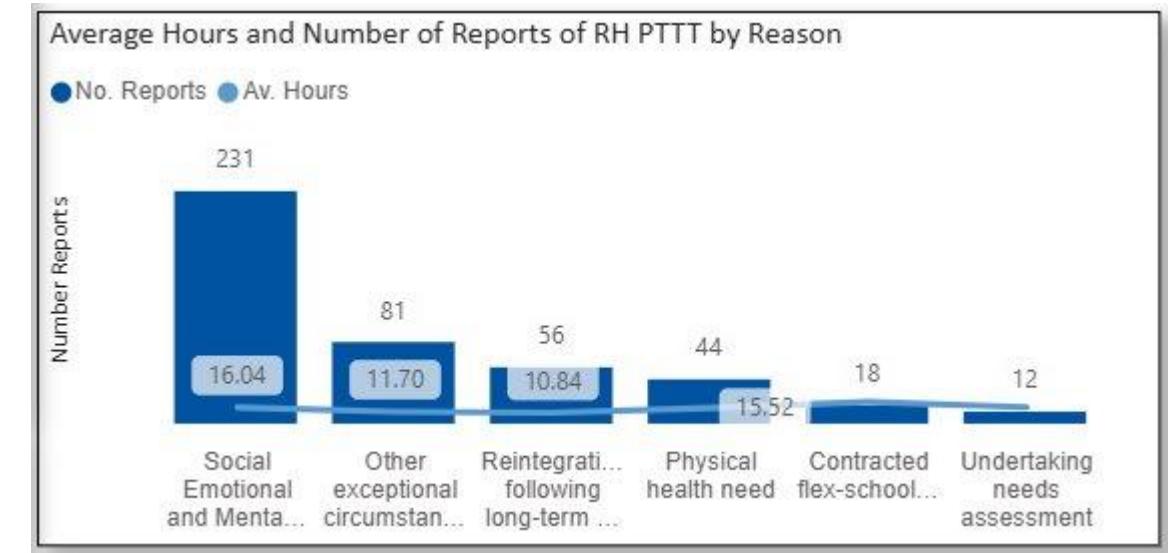
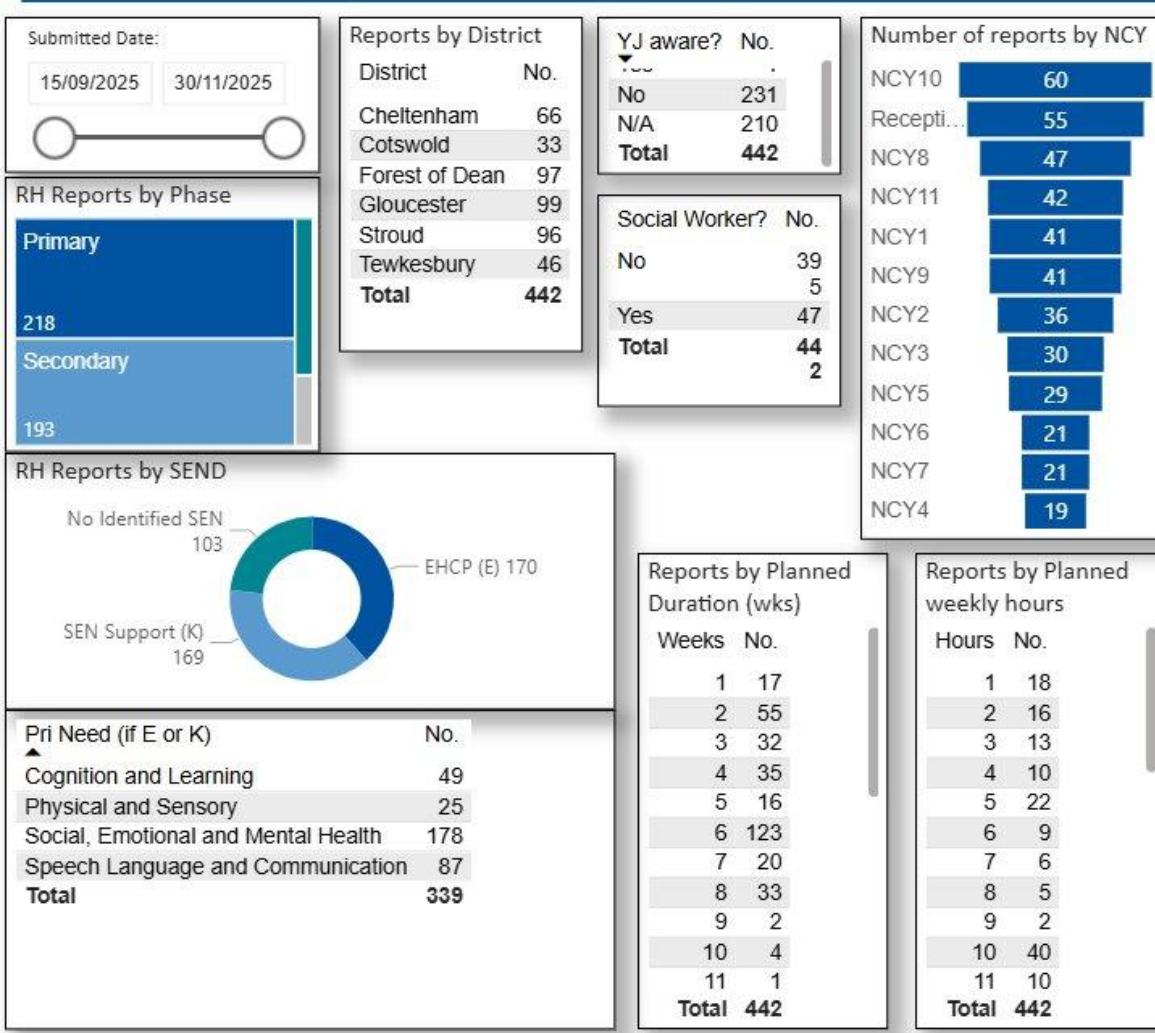
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Part-time Timetables

Reduced Hours



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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.

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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

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