

Banks Road Primary School



Reduced Timetable Policy

Provenance/ Author	Person (s) Responsible	Version	Reviewers	Effective Date	Recommended Review Date	Distribution
Deputy Headteacher James Savage	Headteacher Jamie Wilson	V1	Governors	October 2025	October 2026	All Staff

Sources Used to Inform This Policy

- *Working Together to Improve School Attendance* (DfE, 2024)
- *Liverpool City Council Reduced Education Provision Guidance* (2021)
- *The Key for School Leaders: Reduced Timetables for Pupils*
- *Mental Health Issues Affecting Attendance: Guidance for Schools* (DfE, 2023)
- *Support for Pupils Where a Mental Health Issue is Affecting Attendance* (DfE, 2023)
- *Keeping Children Safe in Education* (DfE, 2025)
- *Banks Road Primary School Child Protection Policy* (2025–26)
- *Banks Road Primary School Supporting Children and Young People with Medical Conditions Policy* (2025–26)

1. Purpose and Principles

Banks Road Primary School is committed to ensuring that all pupils receive their full entitlement to education. A reduced timetable will only be considered in **exceptional circumstances** and must be:

- Temporary and time-limited
- Agreed with parents/carers
- Part of a wider support or reintegration plan
- Regularly reviewed
- Aimed at returning the pupil to full-time education as swiftly as possible

Legal Position:

There is **no statutory basis** for reduced education provision. Schools have a legal duty to provide full-time education for all pupils according to their age, aptitude, and ability, taking into account any special needs. Reduced timetables must never become a long-term solution.

2. When a Reduced Timetable May Be Considered

A reduced timetable may be considered only when:

- A pupil has a medical condition (including mental health) that prevents full-time attendance
- A pupil is reintegrating after prolonged absence, exclusion, or school refusal
- A pupil with SEND requires a phased return as part of a wider support plan
- A pupil is experiencing anxiety or emotional distress that significantly affects attendance

Reduced timetables must **never** be used:

- As a disciplinary measure or behaviour management tool
- To manage staffing or resources
- Without a clear plan for reintegration

3. Safeguarding and Risk Assessment

Before implementing a reduced timetable:

- A **risk assessment** must be completed and signed off by the DSL

- The school retains responsibility for the pupil's welfare during school hours
- The assessment must consider:
 - Supervision arrangements
 - Vulnerability to exploitation or criminal activity
 - Impact on access to free school meals and transport
 - Mental health and emotional wellbeing
 - Safeguarding risks linked to absence

Emergency procedures must be documented and accessible. Staff must be trained in responding to medical emergencies and know how to contact emergency services.

4. Procedure for Implementation

Pre-Implementation

- A meeting must be held with parents/carers and relevant professionals
- A written agreement must be signed
- The plan must include:
 - Clear objectives
 - Duration (maximum **8 weeks**) unless extended via the **Children Out of Provision Panel (COPP)**
 - Review dates
 - Expected return to full-time education

During Implementation

- Attendance must be recorded accurately using appropriate DfE codes
- The school must notify the Local Authority using the **Reduced Timetable Notification Form**
- A named senior leader must oversee the plan and reviews
- Remote education may be provided if appropriate and agreed
- The DSL must monitor safeguarding risks throughout

5. Supporting Pupils with Mental Health and Medical Needs

Pupils with medical conditions requiring a reduced timetable must have an up-to-date **Individual Health Care Plan (IHCP)** developed in partnership with parents/carers, healthcare professionals, and school staff. The IHCP should outline:

- Medical needs and symptoms
- Medication and administration protocols
- Emergency procedures
- Educational, social and emotional support
- Arrangements for off-site visits and activities

The school will implement **reasonable adjustments**, such as:

- Access to quiet spaces
- Trusted adult check-ins

- Modified uniform for sensory needs
- Early leave cards or staggered start times
- Phased lesson attendance
- 1:1 or small group support
- Therapeutic interventions (e.g. CBT, draw and talk, gardening therapy)

Staff will avoid routinely requesting medical evidence unless absence is prolonged or repeated. The **SENCO** and **Senior Mental Health Lead** will coordinate support and referrals to external services.

6. Vulnerable Pupils and Additional Considerations

Additional safeguards apply for:

- **Pupils with an EHCP:** Adjustments must align with the plan and be agreed with the SEND team and LA
- **Children in Care:** Must be agreed with the Virtual School Head and social worker
- **Children on Child Protection or CIN Plans:** Must be agreed via a core group meeting
- **Reception pupils:** Integration must be completed by the term after their 5th birthday
- **Children with medical conditions:** Must have an IHCP and be supported by trained staff

Roles involved include:

- **SENCO:** Ensures reasonable adjustments and links IHCPs to EHCPs
- **Pastoral Support Staff:** Monitors attendance and wellbeing
- **First Aiders:** Respond to emergencies and liaise with health services
- **Parents/Carers:** Provide updated medical information and consent for medication administration

7. Monitoring and Review

- Reduced timetables must be reviewed at least fortnightly
- For pupils with medical conditions, reviews must align with IHCP reviews (minimum twice yearly)
- Reviews must include the pupil (where appropriate), parents/carers, and professionals
- If reintegration fails, the school will escalate to the LA for further support or alternative provision
- The DSL and Attendance Lead will meet regularly to analyse data and agree future actions
- All reduced timetables must be part of a **planned reintegration programme**, including:
 - Clear steps for increasing attendance
 - Support strategies
 - Review dates
 - Named staff responsible for oversight

8. Recording and Reporting

- Attendance must be recorded using DfE codes (e.g. C2 for agreed absence)
- The school must maintain:
 - Signed **Reduced Timetable Agreement Form**
 - Completed **Checklist** evidencing safeguarding and planning
 - Risk assessments
 - Review meeting notes

- Communication logs
- All documentation must be stored securely on CPOMS and shared with the LA as required
- Medication administration must be recorded accurately
- Pupils must have access to medication during school and off-site activities
- Absences due to medical appointments or illness must not be penalised

9. Equality and Inclusion

Banks Road Primary School is committed to ensuring that reduced timetables do not discriminate against pupils with protected characteristics. All decisions must comply with the **Equality Act 2010, Human Rights Act 1998**, and reflect the school's inclusive ethos.

Pupils with medical conditions must not be excluded from:

- PE and exercise
- School trips and residentials
- Lunchtimes and social opportunities

Reasonable adjustments must be made to support full participation.

10. Safeguarding Integration

This policy is embedded within the school's wider safeguarding framework and must be read alongside:

- Child Protection Policy
- Attendance Policy
- Mental Health and Wellbeing Policy
- SEND Policy
- Online Safety Policy
- Operation Encompass Protocol
- Whistleblowing and Escalation Procedures
- Supporting Children and Young People with Medical Conditions Policy