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Regulations to modernise admissions and attendance registers. Changes to Part Time Timetables

All pupils of compulsory school age are entitled to a full-time education. In very exceptional circumstances, where it is in a pupil's best interests, there may be a need for a temporary part-time timetable to meet their individual needs

For example, where a medical condition prevents a pupil from attending school, or another setting, full-time and a part-time timetable is used to help the pupil access as much education as possible.

A part-time timetable should not be used to manage a pupil's behaviour.

The school and a parent who the pupil normally lives must **agree** that, exceptionally, the pupil should temporarily be educated only part-time and have agreed the times and dates when the pupil will, during the period of temporary part-time education, be expected to attend the school.

The part time timetable should be **reviewed regularly** with the pupil, parent, school and any health or other professionals involved. This will include reviews of the child's health/circumstances, and the planned timescales for returning to full time education.

Foundation Stage / Reception Pupils: Where a whole year group are expected to start a phased entry to school, this does not need to be recorded as a part time timetable. Where an individual young person is on attending reduced hours in foundation stage this would constitute a reduced timetable but must be X coded until they are statutory school age when the C2 code must commence.

Agreements: All schools should have an agreement with the parent/carer that includes the reason for the part time timetable being required, a clear ambition, regular review dates, and a proposed end date.

There is no expectation for schools to share this agreement with the Local Authority. Schools can discuss pupils on a reduced timetable as part of their termly support meeting.

CODING:

If the pupil is not in school during registration period (first 30 minutes of the school day) they must receive a C2 absence code for the morning session.

If a pupil leaves before the afternoon registration, they must receive a C2 code for the afternoon session.

If the pupil is in school for registration and leaves after receiving their attendance mark this must not be removed/changed when they leave, but a comment can be added to the register.