

Education Participation Advisory Service (EPAS)

Part-time timetables and Early Years

May 2025

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What is a Part-time timetable?

As stated in the DFE's working together to improve school attendance [Working together to improve school attendance \(applies from 19 August 2024\)](#)

A part time timetable should:

- Be agreed by both the school and parent.
- Be time limited and there must be an exit plan.
- Have regular reviews which include child and parent.
- **NOT** be used to manage a child's behaviour.

What is a Part-time timetable?

All children have the legal right to receive a suitable education - which should be full-time.

All pupils of compulsory school age are entitled to a full-time education. However, the same principles are good practice for all children whose parents have accepted a full-time school place in foundation stage 2.

Every child has the same educational entitlement as their peers and we request that Part-time timetable information is submitted for all children in foundation stage 2, regardless of their date of birth.

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When might you consider a Part-time timetable

In very exceptional circumstances there may be a need for a temporary reduction in hours to meet a pupil's individual needs:

- A short-term medical condition.
- A re-integration package after a period of absence due to exclusion, nonattendance or school refusal.
- A supported transition package into a new provision.
- Other extenuating circumstances.

If a child's timetable is reduced for more than 2 weeks, we consider this to be a PTTT.

When might you consider a Part-time timetable

Schools should be able to demonstrate that they implemented a range of support and other reasonable adjustments for the pupil and evaluated the impact before considering a part-time timetable. For example:

If a child has attended nursery, we would expect to see that you have liaised with the previous setting and evidence of transition work to support the change in setting.

Equally if a child has not attended a setting, evidence of what transition activities and support have been offered and the outcomes.

A support first approach with evidence of the following where applicable:

- Early identification of school refusal, identification of the barrier/s to attendance and use of the EBSN resources.
- Meetings/telephone calls/home visits with the family.
- A clear plan that has a lead professional.
- Referrals to appropriate external agencies.

Initial part-time timetable process

- A TAC meeting should always be the forum for a part-time timetable to be agreed; this should be attended by all relevant professionals involved with the child.
- Schools are then required to complete an online Microsoft Form. This should be completed during the initial TAC meeting and submitted with the consent of parent [Initial Part-time Timetable Agreement \(office.com\)](#).
- If a child has a social worker, school need to keep them informed and involved in the process.
- If a child has an EHCP, schools should inform the EHCP team of the part-time timetable to ensure that their plan is implemented fully under the reduced timetable.
- A clear reintegration plan must be in place, but as an LA we will not ask for this initially, but we may ask if the timetable exceeds more than 6 weeks.
- The expectation is that school provides suitable and sufficient work for the child and that this is marked, and feedback is provided. This needs to be a consistent offer across the school.

Initial part-time timetable process

Part-time timetables

[Oct-2024-SMBC-PTTT-process-flowchart.pdf](#)

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Review Process

- Schools should review on a fortnightly basis and there should be a formal review carried out during a TAC meeting every 6-8 weeks via an online review form submitted via [Reviewed Part-time Timetable Agreement \(office.com\)](https://office.com).
- If the child returns to school full-time then please complete a review form stating that the part-time timetable has ended.
- In extenuating circumstances where a part-time timetable has exceeded more than 6 weeks, we may ask you to provide a reintegration plan for the student, the plan should clearly set out objectives/success criteria, review arrangements, additional support involved and an expected end date of the part-time timetable.

AV1 Robots and any remote education

- Any child accessing remote education is subject to a Part-time timetable.
- If a child is accessing an AV1 robot as part of their education, a part-time timetable needs to be submitted using the forms mentioned previously. Please include on the form that you are using an AV1 robot and how.

Coding the register

- As of September 2024, schools should be using the C2 code to mark any absence due to a child attending school on a PTTT:

The pupil is of compulsory school age and is absent with leave because, in accordance with an agreement between a parent who they normally live with and the proprietor that the pupil should temporarily be educated on a part-time basis, their timetable does not require them to attend.

- If the child is not statutory school age, please use the X code.

Coding the register

Any child studying remotely including the use of the AV-1 robot from home must also be marked with a C2 code.

Solihull context

We have been notified that 16 children in Reception who are currently accessing a Part-time timetable.

All 16 children are now compulsory school age – but may not have been at the time that their Part-time timetable was initiated.

Of these 16, 7 of these children are awaiting placement at a specialist provision.

Since September 2024, 17 part-time tables for Reception aged children have closed.

**Thank you for
listening and have
a great day!**

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