Education and inclusion



Setting is considering a reduced timetable for a specific child - Before proceeding - does the child or may the child have SEND? Putting a child with SEND on a reduced timetable without justification can be seen as discrimination under the Equality Act 2010, as it reduces their entitlement to education. Settings must make reasonable adjustments to all children with SEND. A reduced timetable should only be considered as a short-term strategy after all other strategies have been tried.



The setting follows its graduated approach, consults relevant professionals (e.g. Area SENCo, SISS), and gathers evidence of advice and strategies that have been implemented and reviewed (such as SEND support plans).



The setting arranges a Team Around the Child (TAC) meeting with parents and relevant professionals. Please ensure your Area SENCo is invited.



The TAC meeting determines that a reduced timetable is not appropriate.



The TAC meeting determines that a reduced timetable may be appropriate; however, the parents do not agree to this arrangement.



The TAC meeting determines that a reduced timetable may be appropriate, and parents agree to a temporary arrangement.



The child remains in the setting for their full entitlement of hours, with other appropriate strategies in place to support their needs.



The child remains in the setting for their full entitlement of hours, with other appropriate strategies in place to support their needs.



- Hours child will attend
- Gradual increase plan
 - Success criteria
- Extra provision details
- Final review date (max 6 weeks)

A formal review is held after six weeks with parents and relevant professionals.



The child returns to their full timetable, with continued support in place to meet their needs.



The setting, professionals, and parents agree that the reduced timetable should continue for one additional cycle.



The setting contacts SMBC Family Information Service (FIS) to adjust the funding (EEF/EYIF) in line with the hours the child is currently attending.