



PART-TIME TIMETABLE POLICY

Version: September 2026

Status	Non-Statutory
Responsible Management Committee (MC)	Curriculum
Responsible Person	Deputy Headteacher
Last reviewed:	September 2026
To Review Date	September 2027
Approved by the Management Committee:	23 rd September 2026

Rationale

Herefordshire Pupil Referral Service will provide a welcoming, safe and caring environment in which each pupil is valued and supported. We strive to achieve regular attendance through building positive relationships with pupils and by ensuring a broad and rich curriculum that engages pupils to take part in the learning opportunities and experiences that we offer. Regular school attendance is essential if pupils are to achieve their full potential. HPRS believes that regular school attendance is the key to enabling pupils to maximise the educational opportunities available to them and become resilient, confident and competent adults who are able to realise their full potential and make a positive contribution to our community.

HPRS recognise that some of our pupils experience difficulties or changes in circumstances that may affect their ability to attend full-time. If it is in the best interest of the pupil, we will consider a part-time timetable to ensure we are meeting the needs of the pupil. A pupil will always be placed on a part-time timetable with the approval of parents/carers. We will work with families to support all our pupils to attend and take advantage of the opportunities that we can offer, so that they can leave us ready to move onto the next stage of their education. Examples of when a part time timetable may be put in place for a pupil include:

- If there is a safeguarding risk for a pupil to be on site at the same time as other identified pupils.
- If police have informed us that pupils should not be together as part of bail conditions.
- A medical reason which identifies a pupil is not able to physically manage a full day in school, for example mental health related concerns.

Key points

- **Initial meeting:** HPRS will hold a meeting to review concerns and strategies used with the pupil and to discuss whether a part-time timetable would be in the pupil's best interest.
- **Consent:** A parent/carer consents to a part-time timetable by signing our form to state that they understand that they are responsible for their child when they are not in school. It is vital that when your child is not at school you know they are in a safe environment and not at risk.
- **Length:** A part-time timetable is for a limited period of time. The suggested maximum length six weeks. The part-time timetable may remain in place for longer than six weeks if it is the desired outcome at the review meeting.
- **Review:** HPRS will review part-time timetables regularly with parents/carers.

- **Objectives:** The objectives of the part-time timetable are clearly stated and understood.
- **Risk assessment:** HPRS will write a risk assessment for pupils placed on a part-timetable.

Reasons for the use of part-time timetables

HPRS will only use part-time timetables in exceptional circumstances where:

- a pupil is being integrated into HPRS. The part-timetable allows the pupil time to adjust to HPRS, our routines and avoid the possibility of struggling to cope with full attendance at a pupil referral unit straight away.
- there are behavioural, emotional or social difficulties and the school is trying a part-time timetable as an intervention as part of a pastoral support plan (PSP) or planned re-integration package.
- a pupil has become disaffected and need to regain engagement to attain successful outcomes.
- a pupil has a short-term medical condition that prevents full time attendance for a time limited period. (In these cases a Medical Needs Plan would be developed in partnership with school).

Pupils with an Education Health and Care Plan (EHCP):

Pupils will not be placed on a part-time timetable because of an educational need. Part-time timetables will only be used following an annual review or with the knowledge of the SEN officer attached to the pupil. The above key points for a part-timetable will be adhered to.

Children Looked-After (CLA)

Children looked-after are amongst some of our most vulnerable pupils and therefore a part-time timetable will only be implemented in very limited circumstances when all other interventions have been tried. The above key points for a part-timetable will be adhered to plus permission for the part-timetable will also sought from the pupil's social worker or the Virtual Headteacher.

Children subject to a child protection plan:

Children on a child protection plan are amongst some of our most vulnerable pupils and may be placed at greater risk if placed on a part-time timetable. Therefore, a part-time timetable will only be implemented in the most exceptional circumstances when all other interventions have been tried. If HPRS is considering using a part-time timetable we will first consult with the pupil's social worker. Any part-time timetable should only be implemented following notification to a Core Group.

Record keeping:

- If a part-time timetable is considered appropriate, then HPRS has agreed to a pupil being absent from school for part of the week or day and therefore will record it as authorised absence using the 'C2' code.
- HPRS will notify the Local Authority on pupils that are being supported by part-time tables via the portal - [Part-time timetable notification form - Section 1 - MyHerefordshire \(achieveservice.com\)](#)
- Individual Risk Assessments for the part-timetable to be kept on the pupil file when agreed by all stakeholders.

The safeguarding and welfare of our pupils is paramount.

HPRS will always have regard and consideration for safeguarding issues and the impact this might have on a pupil when considering a reduced timetable.