

**Modified Time-Table Protocol and**

**Flexi-Schooling**

**Revised June 2012**

**Protocol for Pupils on a modified timetable**

**Key Points**

* A modified timetable should be a response to a TAC meeting
* The parent must sign the P/T1 and be clear that they take responsibility for the pupil when he/she is not in school
* The timetable should be for a limited period – suggested length is half a term maximum
* The arrangements should be reviewed regularly
* The objectives of this action should be clear
* Form P/T2 must be used for the parent to guarantee the pupil will be supervised off site

For this purpose a modified timetable refers to those pupils who are **not allowed** to attend either mainstream or special schools on a full-time basis for medical, behavioural or other reasons. It does not refer to pupils whose curriculum has been modified but are still attending school/training/college/work placement etc full time.

For children of compulsory school age, parents are required under section 7 of the **Education Act 1996** to ensure that, either by regular attendance at school or otherwise, their children receive **full-time** education.

LAs have a duty under section 14 (1) of the Act to secure that there are ‘sufficient’ schools in their area providing primary and secondary education and section 14 (2) makes it clear that the schools available for an area ‘shall not be regarded as sufficient for the purposes of subsection (1) unless they are sufficient in number, character and equipment to provide for all pupils the opportunity to appropriate education’. In this context ‘character’ can be imputed to include the provision of full-time education.

The recommended **minimum** hours per week of taught time are as follows:

KS1 21 hrs

KS2 23.5 hrs

KS3/4 24 hrs

KS4 (Y11) 25 hrs

These hours are set out in **Circular 7/90**

**For all pupils who are placed on part-time education form P/T1 and Contract P/T2 must be completed and sent to the Attendance Support Team Leader within 5 working days of the start date.**

The modified timetable must be discussed with the parent/carer who should sign the form P/T1 and the Contract P/T2

The Attendance Support Team will collate and record the information to present to School Improvement on a regular basis.

**General Pupils**

Part-time education should only be implemented in very limited circumstances – for example where there are behavioural difficulties and the school is trying a modified timetable as an ‘alternative measure’ to try to avoid exclusion in the context of a pastoral support plan and a planned reintegration package.

A modified timetable should **only be implemented following** a Team Around the Child Meeting (or similar).

Schools should take care that a modified timetable is not deemed to be exclusion. To that end a modified timetable should

* have clearly defined objectives;
* be for a specified and limited period of time; and
* not be implemented without written parental agreement .

Pupils should be provided with sufficient and appropriately differentiated work to do for those hours they are not in school. Arrangements should be made to ensure that the work is regularly marked; assessed and constructive feedback is given to the pupil

Once tried as an alternative measure it will only rarely be appropriate to have a further period with a modified timetable since it shows that the strategy was not working and a different strategy needs to be tried.

**Pupils with Statements of Special Educational Needs**

A modified timetable should only be implemented in very limited circumstances and a pupil should not be put on a modified timetable because of their disability as this is discriminatory under the **Disability Discrimination Act 2001.** A modified timetable should only be implemented following an Annual Review.

A modified timetable should

* have clearly defined objectives;
* be for a specified and limited period of time; and
* not be implemented without written parental agreement and the agreement of a SEN Education Officer.

An IEP should be agreed that clearly lays out the use of any extra provision in the statement.

Pupils should be provided with sufficient and appropriately differentiated work to do for those hours they are not in school. Arrangements should be made to ensure that the work is regularly marked, assessed and constructive feedback is given to the pupil

Schools should ensure that the provision made in the statement is used to meet the child’s needs.

Once tried as an alternative measure it will only rarely be appropriate to have a further period with a modified timetable since it shows that the strategy was not working and a different strategy needs to be tried.

**Looked After Children**

Looked After Children are amongst our most vulnerable pupils and therefore a modified timetable should only be implemented in very limited circumstances when all other strategies have been tried. A modified timetable should only be implemented after a review of the child’s Personal Education Plan

A modified timetable should

* have clearly defined objectives;
* be for a specified and limited period of time; and
* not be implemented without written parental agreement and the agreement of the Head of Safeguarding and Corporate Parenting

Pupils should be provided with sufficient and appropriately differentiated work to do for those hours they are not in school. Arrangements should be made to ensure that the work is regularly marked, assessed and constructive feedback is given to the pupil

Once tried as an alternative measure it will only rarely be appropriate to have a further period of part-time education since it shows that the strategy was not working and a different strategy needs to be tried.

**Use of the B Code**

**Registration Code B** – Educated off site at Approved Educational Activity

**DfE Definition** – Where a registered pupil on roll is currently being educated off-site.

‘***Absence and Attendance Codes Guidance’*, revised 01/2009** says: “this code can be used for all pupils, including Travellers’ children, who are present at educational provision which is not in a school”.

Examples of when this code would be used are:-

* Attending taster days at other schools
* Pupils attending another school as “guest pupils”
* Pupils attending vocational courses at college
* Pupils attending alternative provision arranged and or agreed by the school
* Pupils on Work Experience as a part of an alternative curriculum”

**This code should not be used for a pupil on a modified timetable as part of reintegration or transition** – this would be an authorised absence and should be marked with Code C.

**The DfE publication ‘Advice on School Attendance’ February 2013 states:**

**Code B: Off-site educational activity**

This code should be used when pupils are present at an off-site educational activity that has been approved by the school. Ultimately schools are responsible for the safeguarding and welfare of pupils educated off-site. Therefore by using code B, schools are certifying that the education is supervised and measures have been taken to safeguard pupils. This code should not be used for any unsupervised educational activity or where a pupil is at home doing school work. Schools should ensure that they have in place arrangements whereby the provider of the alternative activity notifies the school of any absences by individual pupils. The school should record the pupil’s absence using the relevant absence code. If you use the B code you must know;

* Where the pupil is
* What valid educational experience the pupil is having
* Who the pupil is with
* Who is supervising the pupil
* Who is accepting responsibility for the pupils health and safety”

The school should also have written consent from the parent/guardian indicating their agreement to and full understanding of the type of alternative provision arranged by the school.

**The B Code should never be used for Study Leave as it is** “invariably unsupervised and can often be wasted with pupils undertaking little or no educational activities”

**Electronic and distance learning does not** meet the regulatory requirements if unsupervised or if the school does not have “robust evidence” that work has been done during the session in question.

**Keeping Pupil Registers Guidance, June 2008**……says “Schools must not use the “present at approved educational activity” mark unless they have verified that the pupil in question was present at the activity during the session. Attendance could be verified through a letter, fax or email between schools at the end of each week, particularly where there is no unexplained or unexpected absence. Schools and providers must inform each other of any unexpected or unexplained absence as soon as it happens. Sessions in which the pupil does not attend supervised educational activity or where the organisation does not provide information are [**recorded as absent in the normal way**](http://www.dfes.gov.uk/schoolattendance/otherinitiatives/absence.cfm)**.** For example, a pupil who misses a session due to illness is recorded as Code I (Illness) and one who misses a session because nothing was in place is recorded Code C (other authorised absence). Schools can also keep additional, non-statutory registers to record presence at activities outside the normal school day. Schools should have and use rigorous systems to monitor and follow up pupil’s off-site attendance

1. It is good practice for schools to agree with the other providers and schools who will follow up any concerns about a pupil’s attendance record including unexplained and unexpected absence. They should also agree procedures for sharing attendance and absence information. For example, they could agree to share routine information, such as attendance and authorised absence, at the end of each week but immediately inform each other of any unexplained absence.
2. Only schools can **approve** educational activities and authorise the use of the “present at approved educational activity”. Clearly, this approval is implicit where the school has been involved in making the arrangements. Schools can approve activities arranged by others, including parents, if they believe the activity satisfies the regulatory requirements. In considering any request to approve an activity, the school should consider

* the nature of the activity;
* the benefits to the pupil;
* the effect on the child’s general education;
* the amount of time requested; and
* the timing of the activity.

1. The pupil must be **supervised** whilst undertaking the activity by someone authorised to do so by the school. When considering whether to authorise someone as a supervisor, schools must consider whether the person has the necessary skills, training, experience and knowledge to make the activity a successful, worthwhile and safe experience for the pupil. If they are concerned that the person is not suitable as a supervisor, they can decline to approve the activity.



**PT1**

**Modified Timetable Form 2009 onwards**

Please complete this form for any Pupil on a modified timetable (pupils who are **not allowed** to attend either mainstream or special schools on a full-time basis) and return **IMMEDIATELY** to: Attendance Support Team Office, Admissions, Attendance & School Organisation, Darby House 2nd Floor, C Wing, Telford TF3 4JA

Name of School

Pupil’s Surname

First name(s)

Pupil’s date of birth\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Year Group Male  Female  please tick

Is the pupil “looked after” by Telford & Wrekin, or any other Local Authority? Yes/No

If yes, which Authority? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If no, has the pupil ever been in care while at your school? Yes/No

Start Date of Modified education \_\_\_\_/\_\_\_\_/\_\_\_\_

Date of TAC/PEP/AR \_\_\_\_/\_\_\_\_/\_\_\_\_

Who agreed to the modified timetable? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of hours **in** school each week \_\_\_\_\_\_\_\_\_

Agreed end date of modified timetable \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Objectives of the modified timetable

SEN Code of Practice Stage – please circle as applicable

No special provision/ School Action/ School Action Plus/School Action Plus and Statutory Assessment/ Statemented

Name of SEN Officer

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Ethnic Group – Please tick

1. White  2. Mixed/Dual Background  3. Asian or Asian British  4. Black or Black British 

5. Chinese 6. Any other ethnic group  7. Refused  8. Information not yet obtained 

**Please attach a copy of the modified timetable sent to parent/carer and also ensure that the parent/carer has signed this form to show their agreement with the arrangements being made.**

**Parent/Carer signature ……………………………………………………**

**Date…………………………….**

School signature Date / /

Title

Date received at AST / /

**PT2**

**Modified Timetable**

**School Contract**

Name of Pupil………………………………………………………………………

Address………………………………………………………………………………

Date of Birth……………………………………………………………………………

School………………………………………………………………………………….

Year Group…………………………………..Form………………………………….

I understand that my child has been placed on a modified timetable for a

limited period of time.

I have discussed the matter fully with the school and agree, during the period of the modified timetable to:

* take full responsibility for my child during the hours not in school
* ensure there is supervision of school work during those school hours
* ensure there is a flow of work back and forth between school and home for marking and guidance
* take full responsibility for the health and safety of my child during school hours

Signed………………………………………………..Date………………………

School signature…………………………………… Date…………………………

A copy of this form should be sent with the P/T1

The home may be subject to a visit from the School EWO or the Attendance Support Team

**FLEXI – SCHOOLING**

Parents have the right to educate their children at home. Section 7 of the 1996 Education Act provides that:

“The parent of every child of compulsory school age shall cause him to receive efficient full-time education suitable –

1. to his age, ability and aptitude, and
2. to any special educational needs he may have,
3. either by regular attendance at school or otherwise.”

“Flexi-schooling” or “flexible school attendance” is an arrangement between the parent and the school where the child is registered at school and attends the school only part-time, the rest of the time the child is home educated. The child is on authorised absence from school for this time.

This can be a long- term arrangement or a short-term for a particular reason.

Flexi-schooling is a legal option provided the Headteacher of the school agrees. The child is required to follow the National Curriculum whilst at school but not whilst being educated at home. However, the Local Authority will monitor the flexi-schooling to make sure that it appropriate to the age and ability of the child.

**Key Points**

* Unlike Elective Home Education, agreement for the child to be “flexi-schooled” is at the Headteacher’s discretion. The Local Authority will monitor the home schooling to ensure it meets the child’s needs.
* Flexi-schooling should not be confused with a modified timetable. The child must be in full time education throughout the year.
* Schools must not seek to persuade parents to educate their children in order to avoid exclusion or action for poor attendance
* Sessions which the child are expected to attend are marked in the normal way, all others are recorded as authorised absence
* Schools should make arrangements to exchange attendance information with the family – see Para 113 of Keeping Pupil Registers
* An approved educational activity during the school day has to meet legal requirements – see Para 67 of Keeping Pupil Registers – to be coded as educated off site.
* The Headteacher should feel satisfied that the family will be able to provide appropriate education.
* P/T3 must be completed with a copy of the flexi timetable attached and be sent to the Attendance Support team as a matter of urgency.

**PT3**

**Notification that a child will receive Flexi-Schooling**

Please complete this form when a parent and school decide to use a flexible approach to learning for a pupil.

|  |  |
| --- | --- |
| Name of pupil | Date of birth |
| School | |
| Staff contact | |
| Name and address of parent/carer | |
| Date of agreement between school and home | |
| Details of attendance pattern prior to agreement | |
| Details of any special educational needs of the child | |
| Objectives of this approach | |
| Headteacher’s signature and date | |
| Parent/Carer signature and date | |
| **This form and the flexi-learning timetable should be sent to the Attendance Support Team, Admissions, Attendance & School Organisation, Darby House, 2nd Floor, C Wing, Telford TF3 4JA** | |

Register of Pupils on Modified Timetables

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Name of School:** | | | | | | | |
|  | | | | | | | |
| **Name** | **D.O.B** | **NC Year** | **Modified timetable start date** | **Number of hours in school per week** | **Programme/Next Steps** | **TAC/PEP/AR date** | **Review Date** |
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