



# Reintegration Timetables Policy

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Policy Details	
Person Responsible for this Policy	Angela Ransby
Policy Author	Angela Ransby
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## 1. Purpose

This guidance is intended to establish agreed approaches for all Raedwald Trust, academies, and alternative provision settings in the appropriate use of reduced timetables (sometimes referred to as 'part-time' timetables).

## 2. Introduction

The Raedwald Trust, through its Trust Board, have agreed that a top strategic priority will be to support every child across the Trust to secure their legal full-time entitlement to education. Despite the challenging circumstance facing many of our children and young people the Trustees will expect Trust academies to focus on addressing safeguarding risks of part-time or non-attendance at an academy.

The local authority has a statutory responsibility to identify and track any pupil missing education. Any pupil on a reintegration/reduced timetable is deemed to be at risk of missing education and therefore needs to be identified and tracked rigorously by academy leaders.

The statutory guidance document titled [Children Missing Education](#) published by the Department for Education and the Local Authority inspection framework (Inspection of services for children in need of help and protection) which includes the requirement for each authority to report robustly on academy age children who are not in full-time education, correctly supports the need to have strong guidance in place.

It is important to highlight that there is no statutory basis upon which to establish a reduced timetable, however, in exceptional circumstances, academies may decide to implement one for a time-limited period (usually a maximum of 6 weeks) in order to support a pupil who cannot attend academy full-time to reintegrate into full-time provision.

The document [Working together to improve school attendance](#), published by the DfE in August 2024, states that schools should work with local communities to help remove the barriers to attendance that families experience. In some cases, families will experience the same or similar barriers to attendance for multiple children who attend different schools in the area. As such, it is of mutual benefit for such schools to work together where possible. Further, this guidance outlines clear expectations regarding the use of part-time timetables and states: "A part-time timetable should not be used to manage a pupil's behaviour".

The Raedwald Trust remains committed to every child's right to a full-time education offer and makes clear the requirement that a reintegration timetable cannot be implemented without written agreement from parent/carer (or the Virtual School for looked after children and/or the SEN team at the local authority where appropriate) and will make every attempt to gain written agreement from dual-roll mainstream schools.

## 3. Full-time Education

All education should be suited to a child's age, ability and aptitude, taking into account any special educational need. The assumption is that pupils should receive full-time education consistent with their Key Stage.

A timetable is considered reduced when it consists of something less than that which is provided to the majority of the pupils' peers in that setting.

## 4. Induction timetables

An induction timetable may be used to support integration into the new Raedwald setting. The duration of this will be no more than 6 weeks and will be determined by presenting pupil needs, parental discussion, RT pathway placement and wider professional guidance.

## 5. When might a reintegration timetable be used in Raedwald Trust academies?

This is not an exhaustive list, but it is likely that a pupil being considered for a reduction would fall within one of these 3 categories.

### CATEGORY 1: Part of an in-academy support package

Academy, parent/carer and other professionals agree that a short-term (no longer than 6 weeks) reduced timetable would support a pupil who has become disaffected, to regain success.

### CATEGORY 2: Medical reasons

A pupil has a serious medical condition where recovery is the priority outcome. These arrangements would be part of a “medical plan” agreed between the academy and health professionals. This may include physical or mental health conditions. Academy leaders must refer to the document “*Arranging education for children who cannot attend school because of health needs (2023)*” before offering a reduced timetable for this reason.

### CATEGORY 3: Reintegration

As part of a planned reintegration into the academy (no longer than one half term) following an extended period out of school e.g., following an exclusion, non- attendance, school refusal etc.

## **6. Good Practice Guide for Raedwald Trust Academies**

In circumstances where the academy consider that it may be necessary to establish a reintegration timetable for a pupil, the academy leader should:

- a) Carry out a thorough assessment to establish if there are wider needs and identify what support is required from external agencies.
- b) Undertake a thorough Pupil Safety Plan and consider safeguarding measures for the duration. The academy must carry out a risk assessment before implementation and this should be recorded.
- c) Complete weekly pupil overview spreadsheet, notifying the CEO of the details of any reduction through weekly pupil pathway review meetings.
- d) Inform other services who are involved with the child/family e.g., Social Care, SEN, mainstream school.
- e) Convene a meeting to discuss the proposals for a reduced timetable. This must include the parent/carer. If the pupil is a looked after child, this must include a member of Social Care’s LAC team. If the pupil has an Education Health and Care Plan, this should include input from a member of the SEN team. It should also include input from professionals who form part of the early intervention process.
- f) Establish a plan for the reduced timetable which details:
  - The proposed timetable to get back to full-time (in the case of categories 1& 3 this shouldn’t usually be any longer than 6 weeks).
  - How the assessed risk and safeguarding measures will be managed
  - Details of the review schedule.
  - The supportive interventions that will accompany this reduction in time at academy.
  - Outcome and exit strategies. How will all parties know that it is successful?
  - The named person responsible for the plan within the academy.
  - Consideration should be given to whether any other adjustment should be considered to meet need.
- g) Send a copy of the plan and the reduced timetable pro forma including the hours to the family, home academy and ensure a copy is saved to the pupils' MIS profile. The plan and the teaching hours must be agreed by the parent/carer. The academy should retain a copy of the agreement signed by the parent. **Without parental agreement a reduced timetable strategy cannot be implemented.**

## **7. Monitoring and Reviewing**

The academy must:

- Report the reduced timetable to the CEO via weekly pupil pathway review meetings and completion of the weekly pupil overview spreadsheet. A copy of the plan and the reduced timetable pro forma, including the number of teaching hours, must be kept on the student’s file.
- Formally review the reduced timetable every 2 weeks for up to a maximum of one-half term.
- Record the child's attendance accurately on the attendance register:

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*sessions which have been mutually agreed not to involve attendance at academy or an alternative provision (the academy must be satisfied that appropriate arrangements are in place for the care and welfare of the pupil during the time when they would otherwise be at academy).*

*B Code: 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 academy. Ultimately academies are responsible for the safeguarding and welfare of pupils educated off-site. Therefore, by using code B, academies 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 academy work. Academies should ensure that they have in place arrangements whereby the provider of the alternative activity notifies the academy of any absences by individual pupils. The academy should record the pupil's absence using the relevant absence code.*

*D Code: Dual registered to be used where a pupil is registered at two schools. The D code only applies where a pupil is attending an academy other than their home academy and where that academy is coding the pupil's attendance and making a return to the LA. E.g., when a pupil returns to their home academy for part of the week.*

d) Monitor the overall use of this strategy within the academy and report to CEO via half-termly review meeting.

e) Ensure effective, regular communication with parents/carers (and LA as necessary) regarding progress towards full-time reintegration to the academy.

## **8. Useful Links**

The Suffolk Children Missing Education team are an important point of contact in relation to this policy.

For concerns regarding a child who staff believe may be missing education, email [CME@Suffolk.gov.uk](mailto:CME@Suffolk.gov.uk) in the first instance or telephone the CME General No. 01473 265224.

For more information about making a referral and for the referral form, please visit <https://www.suffolk.gov.uk/children-families-and-learning/schools/pupil-attendance-and-welfare/children-missing-from-education/>

The school will need to identify the code for pupil deletion under Pupil Regulations 8.1, paragraphs (a) to (o).

## APPENDIX 1: REDUCED TIMETABLE

<b>Pupil Name:</b>	
<b>Raedwald Trust School:</b>	

### Proposed Reduced Timetable:

	Monday	Tuesday	Wednesday	Thursday	Friday
Time					
Location					

Review date: \_\_\_\_\_

### Parent/Carer

I understand my child has been placed on a part time timetable for a limited period of time. I have discussed the matter fully with the school and agree, during the period of the part time timetable to:

- Take full responsibility in the safeguarding of my child during the hours when not attending school
- Ensure there is supervision of school work
- Ensure there is a flow of work between school and home for marking and guidance
- Take full responsibility for the health and safety of my child when they are not in school

Parent/Carer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Student

I understand that I have been placed on a part time timetable for a limited period of time. I have discussed the matter fully with the school and agree, during the period of the part time timetable to:

- Ensure school work is completed
- Ensure there is a flow of work between school and home for marking and guidance

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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I understand that our student has been placed on a part time timetable for a limited period of time. I have discussed the matter fully with the school and agree, during the period of the part time timetable and agree to:

- To monitor the progress of the reduction through contact with Raedwald Trust
- To support the child to re-engage through regular and frequent review meetings with the family

Home School Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Raedwald Trust School**

During the period of the part time timetable the school will:

- Monitor the effectiveness of the part time timetable
- Hold a review on the agreed date
- Provide work for the child to do whilst at home and mark all work completed

Raedwald Trust School Signature: \_\_\_\_\_ Date: \_\_\_\_\_