



Reduced Timetable Policy

2026/2027

Policy issue and updates

<i>Pages</i>	<i>Issue No.</i>	<i>Date</i>
Whole Document – new format and template used.	1	August 2026

The following policy has been approved by the Divisional CEO and Governing Board of Directors.

The policy will be reviewed on an annual basis unless circumstances arise requiring the policy to be reviewed earlier.

Approved by Executive Team: August 2026

Board signatory: 

Planned review: August 2027

1. Policy overview

- 1.1 All students of compulsory school age are entitled to a full-time education. In exceptional circumstances there may be need for a temporary part-time timetable to meet a student's individual needs.
- 1.2 Progress Arc will and do use reduced timetables when it is in the best interest of the student's individual needs. This policy outlines how these are used and reviewed.

2. Reduced timetable use

- 2.1 Reduced timetables will only ever usually be used as a temporary solution to meet a student's individual needs. They are not treated as a long-term solution and will be subject to a time limit for review and the student's return to full-time education or be provided with alternative provision.
- 2.2 Examples of when a reduced timetable may be used.
 - Where a medical condition/poor mental health prevents a student from attending full-time education and a part-time timetable is considered as part of a re-integration package.
 - Where a student is returning from a fixed term exclusion and a short period of 1:1 restorative work is required before the student can successfully re-integrate with the school community.
 - Where a student is referred to us who has been out of education for a large proportion of time and a part-time timetable supports integration into the school community.
 - Where the referring partner/Local Authority requests a reduced timetable for any similar reason listed above.
- 2.3 Most reduced timetable attendance in school will be provided in the following session structure.
 - Half day, morning session – 9am – 12pm
 - Half day, afternoon session – 12:30pm – 2:30pm

2.3.1 On occasion, less time may be an option if it is in the best interest of the student (e.g., 1 hour per day face to face). Where this is the case, staff will ensure this is arranged in one of the recorded sessions for attendance wherever possible (9am or 12:30pm).

2.4 In agreeing to a part-time timetable a school has agreed to a student being absent from school for part of the week or day and therefore must record it as an authorised absence. This is a short-term temporary arrangement, and the focus must always be on increasing hours in schools as swiftly as possible.

3. Reduced timetable procedure

3.1 Where a reduced timetable is an appropriate option based on one of the reasons above, a meeting will be held with the student, their parents/carers and the referring agency (where appropriate). Other professionals may be involved (e.g., social worker) where relevant/necessary.

3.1.1 Where the reduced timetable is due to restorative work required following an incident resulting in a suspension the meeting will form part of the standard reintegration meeting.

3.2 During the meeting, the reduced timetable will be agreed, and this will be recorded on the schools management information system against the students profile. All information about what has been agreed by the school and the parents/carers must be evidenced including schedules, support, any additional work that will be set for the student when they are not in school and the agreed timescale for review. This timescale must not exceed 2 weeks and the date and time for review must be recorded and booked in.

3.2.1 If it is not appropriate for parents/carers to attend in person, they can attend via an online meeting or on the phone. Parents/carers must either return the signed form by scanning/photographing it and emailing or emailing/texting to confirm they accept the reduced timetable if they do not have scanning/photographing facilities. This, along with the completed form, must be uploaded to Arbor.

- 3.3 Whilst the student is attending a reduced timetable, staff will ensure face to face lessons include work to support a full-time return to education. This may include self-esteem development, restorative interventions, relationship building etc.
- 3.4 Throughout the length of the reduced timetable, work must be provided to the student so they can still access 25 hours of education (subjects/focus are agreed on the Reduced Timetable Request Form). This could be in the form of BKSB, work packs, participation in online lessons and/or platforms, Teams AM and PM welfare sessions and project-based work etc.
- 3.5 Attendance recording
- 3.5.1 For any time the student is not due to attend based on the agreed reduced timetable, they are to be recorded as C2 (authorised absence).
- 3.5.2 For any time the student is supposed to attend school/face to face lessons, attendance should be coded on whether they attend or not. Due to the limited time in school, authorised absence of these sessions should be carefully considered and only approved where exceptional circumstances arise.
- 3.6 A student may have a reduced timetables (6 weeks maximum without progression) agreed by the Headteacher. If this needs to continue, this must be discussed and approved with the Central Senior Leadership Team, other professionals around the student and the referring partner who will ensure all evidence for an extended reduced timetable is in the best interest of the student's individual needs.