# **Part Time / Reduced Timetable Notification Form 2025/26**

**Link to** [**Part Time Reduced Timetable Guidance for Schools**](file:///\\ad.slough.gov.uk\Staff\Awards-EDU\Attendance\Attendance%20Documents\September%202021%20Documents\SBC%20Guidance%20-%20Part-Time-Reduced%20Timetable.docx)

Please complete (***typed*** *not handwritten*) and return in **Microsoft Word format** to [attendance@slough.gov.uk](mailto:attendance@slough.gov.uk) using the following text within the **subject box of the email**.

**‘Part-Time Reduced Timetable - School Name** - **initials of pupil’** – e.g. Part-Time Reduced Timetable Notification - Slough Secondary – JB

A staged part-time/reduced timetable should only be used for a pupil with an Education, Health & Care Plan in very limited circumstances and only when the LA SEND/Education Psychology Service has been consulted and is in agreement with the arrangement.

| **Referrer details** | **Person responsible for the plan in school** |
| --- | --- |
| Name |  |
| Position |  |
| Organisation  Name of School / Service / LA |  |
| Contact number |  |
| Email address |  |
| **Start Date** of flexi schooling arrangement |  |
| **Review date** of flexi  schooling arrangement |  |

| **Pupil** | **Details** |
| --- | --- |
| Child’s full name |  |
| Gender |  |
| Date of birth / Year Group |  |
| Ethnicity |  |
| Date of last attendance |  |
| Known siblings in other schools | Name and school: |
| Is the pupil known to children’s services? | Yes / No  If yes give details: |
| Does the child have an EHCP? | Yes / No  If yes give details: |
| Is the child eligible for FSM? | Yes / No  If yes give details: |
| Name of SEND Case Worker  (Please note that for children with an EHCP a part-time arrangement cannot be agreed without a consultation with LA SEND service) |  |
| Any other relevant information (SEND, safeguarding concerns, poor attendance, parent non-engagement, communication) |  |
| Are there any safeguarding concerns? |  |
| Has Specialist Teacher support been requested? |  |
| Is a medical plan attached? |  |
| What alternative provision has been agreed? |  |
| Is a reintegration plan attached setting out objectives/success criteria and duration of arrangement? |  |

| Parent/Carer | Details |
| --- | --- |
| Parent / Carer 1  Full name: |  |
| Telephone number: |  |
| Email address |  |
| Parent / Carer 2  Full name: |  |
| Telephone number |  |
| Email address |  |
| Home address  (if different from pupil) |  |

| **Reason for Reduced Timetable** | **Information** |
| --- | --- |
| Re-integration after fixed term  exclusion |  |
| To help pupil manage school-based anxiety |  |
| Reintegration after prolonged  absence |  |
| As part of a medical plan |  |
| Reintegration after period of school refusal |  |
| Other |  |
| Brief description of why pupil requires a reduced timetable |  |