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

**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 - Slough Secondary - JB

| **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** | **Information** | |
| --- | --- | --- |
| Child’s full name |  | |
| Current address |  | |
| Gender |  | |
| Date of Birth |  | |
| Ethnicity |  | |
| Date of last attendance |  | |
| **Parent 1**  Name:  Address (if different to pupil):  Contact No:  Email: | | **Parent 2**  Name:  Address (if different to pupil):  Contact No:  Email: |
| Is the pupil known to Children’s Services?  Does the child have an EHCP?  Is the child eligible for FSM? | | Yes/No  Yes/No  Yes/No |
| Name of Social Worker | |  |
| Name of SEND Case Worker  Please note that for children with an EHCP a part-time arrangement can not 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? | |  |

| **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 |  |