

## **Personalised Timetables**

### **What is it?**

A part-time timetable drawn up for a pupil as a strategy to work towards their full reintegration into school.

### **Why would we use it?**

In very exceptional and specific circumstances it may be necessary to develop a temporary part-time timetable to meet a pupil's individual needs. For example where a medical condition prevents a pupil from attending full-time education and a part-time timetable is considered as part of a re-integration package. A part-time timetable must not be treated as a long-term solution. Any pastoral support programme or other agreement must have a time limit by which point the pupil is expected to attend full-time or be provided with alternative provision.

In most cases, consideration of a personalised timetable will be for two reasons:

- a) As part of a reintegration approach for pupils who have not attended school for a period of time due to illness, disability, mental health issues, family circumstances, or following an Alternative Provision placement.
  
- b) As a method for managing pupils that are exhibiting challenging behaviour and at risk of exclusion.

### **How does it work?**

Personalised timetables need careful consideration prior to implementation and must have the support and agreement of the parent. Only the Headteacher (or, in the absence of the Headteacher, the acting Headteacher or teacher in charge) can place a pupil on a reduced timetable. Schools have a statutory duty to provide full time education for all pupils. In exceptional circumstances, schools may reduce the amount of time in any one day that a pupil spends in school.

In order to ensure that all Kent children on reduced timetable are fully supported, schools must notify the LA about any pupil on reduced timetable.

### **How can we find out more?**

- Kent County Council local guidance on reduced timetable (hyperlink)

[Digital front door to notify Kent LA about a pupil on reduced timetable](#)