



A Guide to an Inclusive Timetable for Parents and Carers of Children in School and Pupil Referral Units



What is an inclusive timetable?

An inclusive timetable is an agreement made between parents/carers and their child's school to reduce their time spent in education for a limited period of time to help make their educational experience successful. There will always be specific and exceptional circumstances for reducing a child's hours. The child's voice should be heard and decisions made with their consent where possible.

How many hours is statutory provision?

Children and young people have a legal right to receive full time educational provision appropriate to their age:

Foundation Stage	Year R (Reception)	21 hours
Key Stage 1	Years 1 & 2	21 hours
Key Stage 2	Years 3, 4, 5 & 6	23.5 hours
Key Stage 3	Years 7, 8 & 9	24 hours
Key Stage 4	Years 10 & 11	25 hours

Children with additional needs are entitled to access the same amount of education as all other children.

What if I no longer wish for my child to be on an inclusive timetable?

You have the right to withdraw your consent at any time, in which case the school would be duty bound to restore your child to full time hours immediately. The impact of moving your child instantly from a part time to full time curriculum should be carefully considered, therefore it would be advisable to speak to the school and any other professionals involved if you have concerns to consider and agree the best way forward.

Who will manage my child's inclusive timetable?

The Special Educational Needs Coordinator (SENCo) usually oversees an inclusive timetable, but it will depend on how the school works and staff may have different job titles, e.g. Inclusion Manager. There is an expectation that the designated member of staff regularly meets with you to share how things are going, review the targets set and adjust them depending on how successful and relevant they are as time goes by. Your input will be needed as it's about your child, so it is important you work closely with the school and feel confident to share your views, ideas and any concerns.

When might an inclusive timetable be considered for my child?

Your child's hours in school should only be reduced in exceptional circumstances, such as your child has some behavioural needs, he or she has a health need severely impacting on their ability to manage full time, or if he or she is moving from one school to another as part of a 'managed move'. Inclusive timetables are occasionally used as a reintegration plan where a child has been absent from school for a significant period of time.

Can a school place my child on an inclusive timetable without my permission?

No. ***Parental consent must always be obtained*** when an inclusive timetable is being considered otherwise this would be classed an unlawful exclusion as a school has a statutory duty to educate your child on a full time basis.

Equally, you can request the school reduces your child's hours if you believe this is necessary, but the Headteacher may refuse this.

How will my child's attendance be affected by being on an inclusive timetable?

If your child will be missing a whole session (a morning or an afternoon) then he or she will be recorded as authorised absent on the legal register. This will mean your child's attendance rate will reduce, however as the absence is authorised there would be no challenge from the school or Local Authority about their attendance.

Your child's attendance will not be affected if he or she is on an inclusive timetable and has not yet reached compulsory school age (from the start of the autumn, spring or summer term after their fifth birthday) in which case their

Will my child still be entitled to Free School Meals if he or she is not due in school at lunchtime?

Yes. If the inclusive timetable is agreed for the child not to be in school during lunchtimes and he or she is eligible for a free school meal then the school will still be required to ensure he or she receives one.

Is my child allowed to be in a public place whilst on an inclusive timetable?

If it is a time when your child is not expected to be in school (as agreed in the inclusive timetable arrangement) then he or she is entitled to be in public areas. However, this should be in exceptional circumstances. The school should be supplying sufficient activities to occupy your child when he or she is not due to be in school and will also ask where your child will be as part of their health and safety assessment.

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Will anyone else be involved whilst my child is on an inclusive timetable?

If your child has social, emotional and behavioural needs it is common for him or her to be supported through a variety of multi-agency services, and likely that their involvement started well before an inclusive timetable is being considered. It may be that professionals from outside of school such as Specialist Teachers, Early Help Workers and Inclusion Advisers are invited by the school to meetings when planning or reviewing an inclusive timetable to contribute to the Pastoral Support Plans.

If your child has an Education, Health and Care Plan (EHCP) the school must notify the KCC Special Educational Needs Assessment team if they plan to reduce your child's hours. School will need to consider how the requirements of your child's EHCP will still be met whilst he or she is on limited hours.

The school is expected to notify KCC whenever a child's hours are reduced for whatever reason so this is tracked by the Local Authority and restoring him or her to full time hours as rapidly as possible.

My child's Inclusive timetable

School Link name and phone number	
Start date of inclusive timetable	
First review date and time	
Second review date and time	
Third review date and time	
Fourth review date and time	
Fifth review date and time	
Am I receiving copies of Pastoral Support Plans when they're reviewed (and signing them)? Am I attending and contributing at review meetings? Am I keeping school updated with any issues my child might be having?	

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Professionals supporting my child/family	Name	Role	Phone Number
<p>My questions / notes:</p>			

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Links to External Services, Professionals and Resources

Service/ Resource/ Professional	Contact Details	Web Link
STLS: Specialist Teaching & Learning Service <i>Specialist teachers provide support and advice to Kent Early Years settings and mainstream schools for children and young adults with additional needs.</i>	STLS – Swale Office: 01795 477788 (Option 7) Email: Midas@meadowfield.kent.sch.uk	https://www.meadowfield.kent.sch.uk/midas-and-stls/
KCC Early Help <i>Supports a child, young person or their family early in the life of a problem or as soon as it emerges.</i>	Office Swale - 03000 42 11 62 Email: EarlyHelpSwale@kent.gov.uk	https://www.kelsi.org.uk/special-education-needs/integrated-childrens-services/early-help-contacts
IASK: Information, Advise, Support, Kent <i>Supports families of children and young people (0 to 25 years) with special educational needs or disabilities.</i>	Helpline: 03000 41 3000 Email: iask@kent.gov.uk	https://www.iask.org.uk/
KCC Special Educational Needs <i>Helps with any SEND enquiries or for advice and information.</i>	Office: 03000 41 99 94	https://www.kelsi.org.uk/special-education-needs/special-educational-needs/send-information-hub
KCC Educational Psychology Service <i>They specialise in promoting learning, development, emotional wellbeing and positive outcomes for children, young people and their families</i>	E-mail: educationalpsychology@kent.gov.uk If you would like to make use of this service please complete the form  https://forms.office.com/e/K7PT6ajkuQ or scan the QR code	https://www.kelsi.org.uk/special-education-needs/educational-psychology/kent-educational-psychology-service
PIAS: PRU, Inclusion and Attendance Services. <i>PIAS aims to promote the regular attendance and inclusion of all school aged pupils across Kent schools.</i>	Tel: 03000 414768	https://www.kelsi.org.uk/pru-inclusion-and-attendance-service-pias

All the information has been taken from Kelsi (<https://www.kelsi.org.uk/>)