

Temporary Part-Time Timetables

Protocol for Shropshire Schools and Academies (Interim)

September 2026

Introduction

Shropshire Council have collaborated with partners to co-produce a new protocol for Temporary Part Time Timetables (TPTs).

This *interim* protocol is to support schools, colleagues and partners with the Law, Guidance and process.

A test and learn process on changes to our approach is taking place in the Autumn term 2026 and will include review with partners. Following this, there will be a finalisation of process / practice and publishing of a Guidance document.

Guidance

Shropshire Council has a requirement to collect, track and monitor temporary part-time timetable information from all schools.

The Department for Education (DfE) guidance states that all pupils of compulsory school age are entitled to a full-time education. In very exceptional circumstances, where it is in a pupil's best interests, there may be a need for a school to provide a pupil of compulsory school age with less than full-time education through a temporary part-time timetable to meet their individual needs - for example, where a medical condition prevents a pupil from attending school or another setting full-time and a part-time timetable is used to help the pupil access as much education as possible.

A Temporary Part-time Timetable (TPT) must not be treated as a long-term solution and must have a time limit by which point the pupil is expected to attend full-time or be provided with alternative provision. There should be formal arrangements in place for regularly reviewing it with the pupil and their parents

A part-time timetable should not be used to manage a pupil's behaviour.

[Working together to improve school attendance: July 2026](#)

Principles

A school will ensure that:

- Full-time education remains the expectation for all pupils.
- Any reduction in timetable is temporary and time limited.
- Other alternative strategies and support options are considered prior to a TPT.
- Any TPT is only arranged in a child's best interests

- The pupil should be involved in decision-making, decisions should be pupil-centered and evidence based.
- Parental Consent **must** be obtained before a TPT can be arranged. This includes where the parental responsibility lies with the Corporate Parent (this includes the Social Worker and the Virtual School)
- Safeguarding considerations remain paramount.
- Where the child has a Social Worker the expectation of Shropshire Council is that there will be consultation with and agreement from the Social Worker before any TPT is arranged.
- For this reason, the **risk assessment must be submitted alongside the TPT.**
- Equality, SEND and inclusion are considered throughout the process.

A Temporary Part-Time Timetable may be considered for the following reasons:

- Medical - Physical Health
- Medical - Mental Health
- Medical - Emotional Wellbeing
- Integration following prolonged absence - EHE/CME
- Integration following prolonged absence - Suspension
- Integration following prolonged absence - Trauma e.g. Bereavement
- Integration following prolonged absence – EBSA
- Integration following prolonged absence – FAP
- Integration – transition into independent/specialist setting

Process

Before implementing a Temporary Part-Time Timetable:

1. A TPT should be a response to a specific need identified via a Pastoral Support Plan, Team Around the Family (TAF) meeting, Personal Education Plan (PEP), agreement with EWO or another Multi-agency Meeting.
2. Parental Consent must be obtained before a TPT can be arranged. This includes where parental responsibility lies with the Corporate Parent, which includes the Virtual School and a Social Worker.
3. The timetable must be approved by the Headteacher or designated senior leader.

A written plan must be produced and recorded with the local authority using the correct reporting form ([Temporary Part-Time Timetable \(TPT\) | Shropshire Learning Gateway](#))

The plan must include:

- Start date.
- Review dates.
- Reason for the TPT.
- Number of hours attended.
- Curriculum offer.
- Expected outcomes.
- Reintegration targets.
- Named key professional.

Parents/Carers must:

- Be responsible for the child/young person's safety when not on school's premises.
- Support the pupils' adherence to the TPT and support engagement in any work set.

Corporate Parent:

- If Corporate Parent consents to a TPT this must be indicated with a signature on the reporting form.
- Supports the young person to engage with education

School must:

- Report to the LA by accurately submitting the TPT Form in a timely manner
- Ensure the parent/carer understands their responsibility for supervision of the pupil when not in school and for supporting the pupil's attendance and engagement with any set work in this time.
- Review progress towards reintegration fortnightly.
- Inform EWO of TPT and ensure registration coding reflects this accurately (C2).
- Send C2 code list to EWO on email each Friday for the previous week.

Reporting Temporary Part-Time Timetables to the Local Authority

Schools must notify the Education Access Service of any temporary part-time timetables at the point they are agreed and within 48 hours of it starting. Schools must submit the Temporary Part Time Timetable reporting form on the Shropshire Learning Gateway (SLG) and send to the requested risk assessment to eas@shropshire.gov.uk .

- If the TPT form is not received within 48 hours this is a breach of safeguarding guidance and therefore may have to cease (KCSIE, 2026)
- Current guidance from OFSTED states that all schools should notify the Local Authority of any part-time arrangements and this is likely to be monitored through inspections.
- The risk assessment must be sent to eas@shropshire.gov.uk alongside the TPT starting to ensure safeguarding guidelines are met (KCSIE, 2026)

Schools do not need to wait for authorization or communication from the LA before commencing the part-time timetable.

The Education Access Service tracks and monitors Temporary Part Time Timetables. Where the outlined processes have not been applied or further assurances are needed there will be communication with schools/settings to provide advice, support and guidance within 5 working days.

Recording, safeguarding and data protection

The school will maintain accurate records of:

- Assessments and decisions.
- Parental consultation and agreement.
- Review meeting notes.
- Attendance data.
- Reintegration plans.

Schools can approve educational activities that take place away from the school providing they meet the requirements set out in regulations and guidance.

In respect of part-time timetables, the guidance states:

In agreeing to a part-time timetable, a school has agreed to a pupil being absent from school for part of the week or day and therefore must record the absence accordingly (using code C2).

If the TPT involves a CYP attending unregistered alternative provision this should be coded by the school with a B code.

Schools and settings are responsible for ensuring that pupils accessing Non School Alternative Provisions (NSAP) are safe and able to achieve. In line with the DFE's statutory guidance 2025 schools must carry out appropriate quality assurance before commissioning them to support pupils. It is imperative that schools confirm both safeguarding arrangements and the quality of education with the provider. A

template is available for schools to complete these checks; please contact eqa@shropshire.gov.uk for a copy.

The LA undertakes a Quality Assurance process – however, this should be used for advice and schools retain ultimate responsibility for any child on its roll. (Note that the LA Quality Assurance process should not be taken as any form of endorsement of any provider.)

Schools/settings must also ensure that NSAPs are not operating as unregistered independent schools. The law states that if a provider offers the following then they must be registered as an independent school

Full-time education for

- 5 or more pupils
- 1 child with an Education Health and Care Plan (EHCP) or
- 1 looked after child

If the NSAP should be registered as an independent school then state schools must not commission AP from these providers until registration is confirmed.

[Non-School Alternative Provision Directory | Shropshire Learning Gateway](#)

Children with additional vulnerabilities

The same principles and processes apply as above but with additionalities below according to specific needs

Pupils with an Education, Health and Care Plan

A TPT should only be used for a pupil with an Education, Health & Care (EHCP) in very limited circumstances.

Schools must continue to meet their duties under the SEND Code of Practice and the Equality Act 2010, including making reasonable adjustments where appropriate.

A temporary part-time timetable should not be implemented solely because a pupil has SEND.

Procedure for implementing the temporary part-time timetable:

- When a TPT is being considered for a child with an EHCP, the school must first convene a supportive review meeting to secure the agreement of both parents/carers and the SEND caseworker and to ensure that all elements of the provision are met through the TPT arrangement.

Children who are Looked After (CLA)

These are some of our most vulnerable pupils and therefore a temporary part-time timetable should only ever be implemented in exceptional circumstances. It is imperative to acknowledge the trauma a previously looked after child is likely to have experienced and ensure their needs are fully identified.

Procedure for implementing the TPT:

- Parental Consent must be obtained before a TPT can be arranged. This includes where the Parental Responsibility lies with the Corporate Parent, which includes the Virtual School and Social Worker.
- Best practice states that an interim PEP meeting should be called if a temporary part-time timetable is being considered as an intervention. The Designated Teacher must be present in this meeting. Corporate Parent consent must be obtained prior to the timetable commencing and should be recorded in the minutes of the meeting along with details of the TPT and actions to support towards integration.

Previously Looked After Children (PLAC)

The definition of a previously looked after child is a child who was in care to an English or Welsh LA and then left care because they were adopted, supported under a Special Guardianship Order or a Child Arrangements Order. This includes children who are adopted from state care elsewhere in the world.

It is imperative to acknowledge the trauma a previously looked after child is likely to have experienced and ensure their needs are fully identified, holding a multi-agency meeting to discuss any plan to arrange a TPT. These are some of our most vulnerable pupils and therefore a temporary part-time timetable should only ever be implemented in exceptional circumstances. The Virtual School can be contacted for advice with regards to supporting children who are previously looked after

Children accessing support from Early Help or Social Care

When the child is subject to a Child in Need / Child Protection or Family/Early Help plan, a temporary part-time timetable should only be used in the most exceptional circumstances to support safeguarding of the child

Procedure for implementing the part-time timetable

- The expectation is that a TPT should only be implemented with written agreement of the child's Social Worker.
- Use of a TPT should be discussed at the appropriate Team around the Child meeting, Core group or Multi-Agency meeting prior to the timetable commencing and be recorded in the minutes

Illegal/Informal/Grey Suspensions and Exclusions

The Office of the Children's Commissioner has investigated illegal exclusions and its report found that:

- There is a profound and troubling lack of awareness of the law. This can lead to illegal exclusions taking place by accident.
- Head teachers and Governing bodies have a shared statutory duty to ensure their schools act within the law at all times.

In addition, the Statutory Guidance on School Exclusion from the DfE states that: "Informal" or "unofficial" exclusions, such as sending a pupil home to "cool off", are unlawful.

All exclusions and suspensions of a pupil must be formally recorded using this link:

[Suspension Notification | Shropshire Learning Gateway](#)

(Page 14, point 18, Exclusion from maintained school, Academies and pupil referral units in England, DfE).

Contacts

Please address queries regarding temporary part-time timetables guidance to the following email: eas@shropshire.gov.uk

APPENDIX

TEMPORARY PART-TIME TIMETABLES

CHECKLIST FOR SCHOOLS

Shropshire Council advise all schools to complete the checklist below before implementing any temporary part-time timetable.

	The school has considered / implemented other options and interventions that support a graduated support for inclusion. A TPT is considered appropriate to secure improved outcomes.
	The objectives of the part-time timetable, its arrangements and review are recorded within a plan.
	The parent/carer/corporate parent/social worker have consented in writing prior to the commencement of the TPT.
	If the pupil has an EHCP, the TPT and plan has been agreed through a supportive review meeting with the EHCP team. Exceptional circumstances have been agreed and the EHCP case officer is informed.
	If the pupil is looked after, previously looked after or has a Social Worker, the TPT and plan has been agreed through a supportive review meeting, exceptional circumstances have been agreed and appropriate consents obtained.
	Arrangements have been made to review the TPT and plan on a fortnightly basis whilst not exceeding the timeframe of 6 weeks.
	School work should be set by the school for the child to complete when they are not on school or AP sites. Arrangements for marking, assessment and feedback are in place.
	Schools must submit the Temporary Part Time Timetable reporting form on the Shropshire Learning Gateway (SLG) within 48 hours of the TPT starting. Temporary Part-Time Timetable (TPT) Shropshire Learning Gateway
	A risk assessment has been undertaken to ensure pupil safety whilst off-site and emailed to eas@shropshire.gov.uk .