

Appendix 1

Reduced timetable consent form and plan

Student name

Date of birth.

UPN

Year group.

Looked after child yes/no

Staffordshire / out of County

Name of virtual school worker

Child protection plan yes/no name of social worker

Child in need plan yes/no name of social worker

EHCP in place yes/no name of SEN SEND Keyworker Early

Help Assessment completed yes/no date completed

Details regarding above information. (Including other agencies involved with child and family)

Name of lead person in school

Contact No. Name

of parents/carers

Contact No.

Reason for reduced / alternative timetable

Start date of reduced timetable

Number of education hours per week in school

Number of education hours per week in alternative education provision

Name of alternative education provision

Contact No.

Review date of reduced timetable

Planned end date of reduced timetable

Please attach a copy of reduced/alternative timetable to this document

Please note. The information provided by this form is intended to enable schools which find it necessary to utilise a reduced/alternative timetable to demonstrate greater transparency and accountability. The information provided will be monitored by the local authority on a half-termly basis and will be used to support schools to more effectively discharge their responsibility to ensure that all children are able to access suitable, full-time education. The information collected will also be used to support both schools and the local authority to more effectively discharge their respective safeguarding responsibilities.

CONSENT

I understand my child _____ has been placed on a reduced timetable for a limited period of time.

I have discussed this matter fully with the school and agree, during the period of the timetable to:

- take full responsibility for my child during the hours when they are not attending school or an alternative education provision arranged by the school
- ensure that I inform the school of any difficulties with keeping to this reduced timetable
- inform the school immediately if my child cannot attend any of the timetable
- work with other professionals involved to ensure our child has the best chance of returning to school full time

Parent/carer signature

date

During the period of the reduced timetable the school will:

- ensure that when the child is in school or in alternative education provision they are fully supported
- hold a review on the agreed date
- inform the parents immediately if the school is unable to continue with the reduced timetable
- work with other professionals involved to ensure the child has the best chance of returning to school full time

School signature

date

Other actions agreed	Responsible person

SEND Keyworker

date

Social worker

date

Virtual school worker

date

date

Once completed this form should be kept with the pupil's school record.

A copy of this document must be given to the child, parent and any other agencies involved.