

Part-time Timetable Form - Prior to starting the form please ensure that:

You have the agreement of the child's

- Parents/carers
- Social Worker (where applicable)
EHCP Caseworker (where applicable)

You know the child's:

- SEN status (N, K, EHCNA, EHCP)
- Social care involvement
- Date of birth
- UPN

You have completed/prepared the following:

- A Risk Assessment
- The Headteacher's Checklist
- A copy of the planned part-time timetable

What happens with the form?

- The school will automatically receive a copy of the completed form.
- A copy of the form will also be emailed to ptt@warrington.gov.uk where the Attendance Complex Case Officer and the Virtual School Inclusion Officer will review and share with appropriate colleagues.
- Data will also be analysed and used to provide intelligence to school leaders and to inform the Local Authority Strategy.

QUESTIONS:

1. Please confirm the following: *

	Yes	Not applicable
(a) A risk assessment has been completed, particularly in regard to the safeguarding aspects	<input type="checkbox"/>	<input type="checkbox"/>
(b) The Headteacher's checklist has been completed	<input type="checkbox"/>	<input type="checkbox"/>
(c) The parent /carer of the pupil has been consulted and has agreed	<input type="checkbox"/>	<input type="checkbox"/>
(d) The child's social worker has been consulted and has agreed (where applicable)	<input type="checkbox"/>	<input type="checkbox"/>
(e) The child's EHCP Caseworker has been consulted and has agreed (where applicable)	<input type="checkbox"/>	<input type="checkbox"/>

2. Please upload the Risk Assessment and Teachers Checklist. (select 'choose file')

Allowed file types: jpeg, pdf, gif, png, xlsx, txt, pptx.

Max upload size per file: 25MB

Max number of files: 2

Comments:

3. Please complete the following: *

Child's Forename: *

Child's Surname: *

4. Child's UPN: (must be 13 characters long). Write in the space below. *

5. Year Group. Select one option. * Reception – Year 11

6. Date of Birth: *

DD/MM/YYYY

7. Gender. Select one option. *

Male

Female

Transgender

Non-Binary

Don't know

Prefer to use their own term, specify here:

8. Ethnicity. Select one option. *

White

Asian or Asian British

Mixed or multiple ethnic groups

Black, Black British, Caribbean, or African

Other ethnic group

Don't know

9. Does the pupil have an Education, Health and Care Plan (EHCP)? Select one option. *

Yes

No

If the child has an EHCP you must contact their EHCP Co-ordinator

10. Please complete the following by selecting one option in each row. *

	Yes	No	Don't know	Not applicable
The pupil is K coded - (SEN) support	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The pupil is currently undergoing an EHC needs assessment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The pupil receives Pupil Premium Pupil premium: overview - GOV.UK (www.gov.uk)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If the child is undergoing an EHC Needs Assessment, you must contact the Plan Writer.

11. Please complete the following by selecting one option in each row. *

	Yes	No	Don't know	N/A
(a) Child in care	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If the child is in care, contact the child's Virtual School. For Warrington's Children in Care contact your school's VSEO directly and the child's Social Worker.

(b) Child protection plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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(c) Child in need	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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If the answer is Yes to either (b) or (c) you must contact the child's social worker to get agreement before proceeding.

(d) Open to Early Help	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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(e) Has an Early Help Assessment been completed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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If the answer is No to (e) Warrington Borough Council strongly recommends that one is completed now. The Early Help webpage is [Early help | warrington.gov.uk](http://warrington.gov.uk)

12. Only answer this question if you have selected Yes to either a), b), c) or d) above.

Does the child have an allocated Social Worker? Select one option.

Yes

No (skip the next question)

13. If yes, which Local Authority is this with? Select one option.

List of Northwest Local Authorities including 'Other'

Name of Social Worker and email address. Write in the space below.

14. Are there any safeguarding risks / concerns with a particular focus on the pupil being at home more? Select one option. *

Yes

No

If yes to the question above, please let us know what these safeguarding risks / concerns are. Write in the space below.

15. School type. Select one option. *

Primary School

Secondary School

Special School

16. Name of school. Select from the drop-down list. *

List of Warrington Schools, including 'Other'

17. Please complete the following: *

School contact name:

*

School contact email address:

*

Agencies currently involved:

18. Reason for part time timetable. Select all that apply. *

Medical - physical health

Medical - mental health

Attendance

Education concern

Other (please specify):

19. Who is the person responsible when [pupils name] is off site? (Based on the current situation)

Provide a full name in the space below. *

20. Please complete the following: *

What is the planned **start date** of the part-time timetable? *

DD/MM/YYYY

What is the planned **end date** of the part-time timetable? *(must be later than Start date above)* *

21. How many school weeks is it from the start date to the end date? Select one option.

NB [Name of Pupil] not be on a reduced timetable for more than 6 weeks unless this has been reviewed by the LA's Attendance Complex Case Officer or Virtual School Inclusion Officer and deemed an exception.

1 – 6 weeks

Comments:

22. The LA's expectation is that part-time timetables should be informally reviewed with parents/carers weekly with a formal review shortly before the planned end date to consider return to full time provision.

Please include an interim date and the final review date below. This will help us to follow up with Schools about the status of the timetable.

Select dates from the calendar. *

DD/MM/YYYY

Date for the **interim** review *

Date for the **final** review *

23. If possible, upload the planned part-time timetable. Select the 'choose file' button below.

Allowed file types: jpeg, pdf, gif, png, xlsx, txt, pptx.

Max upload size per file: 25MB

Max number of files: 1 / Comments