|  |  |  |  |
| --- | --- | --- | --- |
| Pupil Name |  | NCY |  |
| School Name |  | DOB |  |
| SEN Status | E / K / N | Looked After Child | Yes/No |
| Date of Early Help Assessment |  | Child Protection | Yes/No |
| Risk Assessment Completion Date |  | Child in Need | Yes/No |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Plan under which reduced the timetable is monitored/reviewed (attach plan) eg PEP/PSP/IBP/IEP | |  | | |
| Reason for temporary reduced timetable (please indicate all that apply, ✓ or x) | | | | |
| Medical Physical Health  (supported by medical professionals) |  | | Reintegration plan ie following a fixed term exclusion or prolonged absence or after a period of school refusal. |  |
| Medical Mental Health  (supported by medical professionals) |  | | To help a pupil manage school-based anxiety. |  |
| Other (please describe below) |  | |  |  |
|  | | | | |

|  |  |
| --- | --- |
| Total hours per week in school or off-site supervised education activity, eg 15 hours |  |
| Planned start date of reduced timetable |  |
| Planned review date  (**within 2 weeks of the start date**) |  |
| Planned end date when the pupil will return to full-time provision (**within 6 weeks of start**) |  |

|  |  |  |
| --- | --- | --- |
| ***A reduced timetable can only proceed with parents’ signed consent to the plan and cannot be enforced by a school or insisted upon under threat of exclusion.*** | | |
| Parent/carer agreement to this plan *(Original must be signed)* |  | Date |

|  |  |  |
| --- | --- | --- |
| By submitting this form the school is confirming that the use of a part-time timetable for a limited period has been judged appropriate, review arrangements have been agreed and any safeguarding issues have been fully taken into consideration. A copy of the formal agreement made with parent/carer’s signature must be kept at school | | |
| **Head teacher’s signature** |  | Date |

Please email a signed copy of this pro forma, the plan and email, with ‘name of school and part time timetable’ in the subject line, to: [fapassessmentgateway@warwickshire.gov.uk](mailto:fapassessmentgateway@warwickshire.gov.uk)