

# CHECKLIST

No	Criteria	Evidence Documents	Education Lead	Date	Comments
1	Reason for Reduced timetable				
2	Parents/Carers Included/ Informed/and in agreement				
3	Safeguarding policies adhered to				
4	Health and Safety principles considered				
5	Free School Meals considered				
6	Attendance Team notified and attendance logged				
7	Alternative education provided that is accessible and does not hinder the child's progress				
8	Re-integration plan introduced				
9	Annual Review for EHCP students agreed				
10	Review Dates Set				

# Reduced timetable notification

**You must inform the LA whenever you place a pupil on a reduced time table**

**Please email your school's EWO, a senior/manager or Head of service and [EnfieldPartTimeTimetables@enfield.gov.uk](mailto:EnfieldPartTimeTimetables@enfield.gov.uk)**

**Enfield part-time timetable (consent form - pt1)**

Name of School \_\_\_\_\_

Name of Pupil \_\_\_\_\_

Family Address \_\_\_\_\_

Contact Details \_\_\_\_\_

Date of Birth \_\_\_\_\_

Ethnicity \_\_\_\_\_

Year Group \_\_\_\_\_

UPN \_\_\_\_\_

Is the pupil looked after by Enfield? Yes No

Is the pupil looked after to another Local Authority? Yes No

If 'Yes', please state: \_\_\_\_\_

Is the child subject to a Child Protection Plan? Yes No

Does the child have an Education, Health & Care Plan? Yes No

Is the child on SEN Support? Yes No

Name of social worker (if applicable) \_\_\_\_\_

Details of involved professionals

Name	Title	Contact Details

Reason for reduced education \_\_\_\_\_

Date of review meeting \_\_\_\_\_

Date of return to school \_\_\_\_\_

Details of education programme whilst on reduced timetable \_\_\_\_\_

Lead School Officer \_\_\_\_\_

Date of return to LA \_\_\_\_\_

Signature \_\_\_\_\_

# Part-time Timetable Re-Integration Plan



Name of School \_\_\_\_\_

External agencies involved \_\_\_\_\_

Name of Pupil \_\_\_\_\_

Year Group \_\_\_\_\_

SEN Status *(Please mark)*

EHCP  SEN Support  Other

Medical Needs? Yes  No

School staff involved \_\_\_\_\_

Meeting with parents/carers \_\_\_\_\_

Start date of integration \_\_\_\_\_

	Plan	Review 1
Date		
Current part-time hours		

## Objectives

What change do we want to see?

## Success Criteria

What will the change look like?

What will the school do?

Details of strategies/interventions used

Details of any alternative curriculum/provision (if appropriate):

Details of any additional resources used

Details of the part-time activities and interventions

Outcomes intended: showing increase in time in school

How will parent/carers support the school's strategy to increase hours?

Describe what the pupil will do to support own development and learning?

Parent/Carer signature:

Pupil signature:

Name of leader monitoring the re-integration plan

Signature:

Name of Senior leader with strategic oversight

Signature:

# Register Codes

## Present:

- / or \: Present during registration.
- B: Participating in an approved educational activity (e.g., taster days, off-site education).
- P: Participating in a sporting activity.
- W: Attending work experience.
- K: Attending education provision arranged by the local authority.
- J1: Attending an interview for employment or admission to another educational institution.
- C: Other authorized circumstances.

## Absent (Authorized):

- C: Other authorized absence (not covered by other specific codes).
- M: Medical or dental appointments.
- E: Excused absence (medical note, religious, or other reasons).
- V: Attending an educational visit or trip.
- C1: Absence for a regulated performance or employment abroad.
- C2: Pupil on a part-time timetable.

## Absent (Unauthorised):

- N: No reason yet given for absence (must be corrected).
- O: Unauthorised absence (not covered by another code).
- G: Holiday (not agreed).
- Y (and variations like Y1-Y7): Unable to attend due to various unavoidable reasons, such as transport issues, school closures, or public health guidance.
- D: Dual registered at another school.

## Late:

- L: Arrived after the register has started but before it has closed.
- U: Arrived after registration closed.

## Other Codes:

- X: Not required to attend (non-compulsory school age pupil).
- #: Planned whole or partial school closure.
- Z: Prospective pupil not on admission register.
- Q: Pupils unable to attend due to lack of access arrangements.

## Relevant guidance

[Working together to improve school attendance](#)

[Keeping children safe in education](#)

[Pupil Registration Regulations 2024](#)