SCHOOL SUPPORT AND MEETINGS | ENGLAND

Part-time Timetable Discussion Pack

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Prompts and a planning sheet for discussing a time-limited, reviewed part-time timetable, including aims, support and a path back towards a fuller week. This is a discussion aid, not a legal route, and it does not authorise a reduced timetable on its own.

Who this is for

Families in England whose child is struggling to attend a full week, and who need a careful conversation with school about a temporary, reviewed arrangement.

What is inside

- Cautions and questions to ask
- A planning and review sheet

Please read this first

This is a free starting-point resource from My SEND Friend. It is general information, not legal, medical or benefits advice, and it is not an official or government form. It does not guarantee an assessment, plan, adjustment, payment or any other outcome. Check current official guidance (for example GOV.UK) and get individual advice from SENDIASS, IPSEA or a suitably qualified adviser when you need it.

Be careful with reduced timetables

A part-time timetable, if used at all, is usually expected to be exceptional, temporary, agreed, and regularly reviewed, with a plan to increase time back towards a full-time education. Official expectations can change — check current DfE and local guidance, and get advice from SENDIASS if you are unsure. Informal, drifting reduced hours without a plan can leave a child without a clear path back.

This pack does not agree a timetable for you
Do not sign anything you do not understand. Ask for the arrangement in writing, including hours, review dates, and what education will be provided when the child is not on site.

Our planning sheet

Why a reduced timetable is being discussed, in factual terms

The hours and pattern being proposed, and when it would start

What education and support will happen at home or otherwise during the other hours

The plan for increasing time, and the review dates

Questions I still have, or advice I will seek

Useful next steps and sources

Use what helped in this pack and leave the rest. You can come back to it when you need to. Live tools on mysendfriend.co.uk remain free, including Help Me Now, the SEND Letter Builder, the Reasonable Adjustments Builder, the DLA and PIP Claim Planners, and the free resources hub. Saving work to My SEND Plan is optional.

Where to check official or independent information

Guidance and benefit rules can change. Check the current official position, and get individual advice when you need it.

- GOV.UK: Children with special educational needs and disabilities (SEND)
- The SEND Code of Practice 2015 (England)
- The school's SEN information report and complaints policy
- Your local SENDIASS service
- IPSEA, for legally based information in England

A reminder about this free pack

This is a free starting-point resource from My SEND Friend. It is general information, not legal, medical or benefits advice, and it is not an official or government form. Using it does not start a statutory process or guarantee a particular outcome. Adapt every page to your situation.

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