

SWAP Audit on the use of Part Time Timetables in Schools 2017/18

Proposed Outcome	Action to Date
<p>1.1.a We recommend that the Head of Educational Outcomes establishes a procedure for monitoring and challenging schools identified as having children with significant levels of authorised absence. This could include monitoring of part-time timetables against referrals to Team Around the School and for Early Help Assessment. The Somerset Protocol should be amended to include a requirement for schools to notify the Education service of part-time timetables and provide a justification for these as they are agreed.</p>	<p>Data reports have been developed that enable us to identify schools that have a high level of authorised absence along with other indicators which might suggest that pupils are not receiving the education they are entitled to i.e. exclusion rates, home education numbers etc. These will be monitored through the LA's Phase Strategy Groups and discussions will be held with schools where the numbers seem to indicate a concern. We will also be providing the information to Teams Around the School so that they can ensure that schools are referring cases appropriately to allow support to be put in place. This will be monitored through the Contract Management meetings that will be commencing during the Autumn term 2018. We are still considering how we apply the last element of the Proposed Outcome as there is insufficient resource centrally to monitor additional notifications over and above them being recorded on the Management Information System and it is not a statutory requirement for schools to notify the LA when they put a Part Time Timetable in place.</p>
<p>1.2.a We recommend that the Head of Educational Outcomes revises the Somerset Protocol to provide further guidance on expectations for children whose support needs exceed Early Help procedures. The Somerset Protocol should be then reissued to all Somerset schools and promoted through a mixture of methods, including direct email, iPost, governor newsletters, Education Welfare Officers and designated teacher meetings.</p>	<p>The Protocol is being revised to take this in to account and will be resubmitted to the SEPB on the 11 October for final approval. Once approved schools will be notified of the changes asset out in the Proposed Outcomes.</p>

<p>1.2.b We recommend that the Head of Education Outcomes creates a Protocol Checklist which encompasses the main requirements of the Protocol and allows schools to record evidence of compliance at each stage of the process. This form could also form part of the notification process recommended under 1.1a.</p>	<p>A checklist has been designed and forms part of the Protocol.</p>
<p>13.a We recommend that the Head of Educational Outcomes reviews the Somerset Protocol to clarify whether schools must produce a PSP in all instances or whether reliance can be placed on existing assessments if they meet the same criteria. If this option is taken, the Somerset Protocol should state that schools must retain a copy of this assessment on the child's file and use it as the basis for regular review.</p>	<p>The Protocol has been re-drafted to reflect this</p>
<p>1.3.b We recommend that the Head of Educational Outcomes ensures that templates to support schools in using the Somerset Protocol are introduced and promoted to schools. This should include templates for a Pastoral Support Plan, parental agreement form, a part-time timetable risk assessment and a written safeguarding agreement for parents and alternative education providers.</p>	<p>Templates have been designed in accordance with this recommendation and included in the revised Protocol</p>
<p>1.4.a We recommend that the Head of Educational Outcomes introduces a process by which schools are required to provide evidence of parental agreement, risk assessments and safeguarding agreements undertaken for all part-time timetables when requested. This could form part of the notification process recommended under 1.1a.</p>	<p>As set out in relation to Proposed Outcome 1.1a there is insufficient capacity centrally to do this for each occasion a Part Time Timetable is put in place. The proposed approach is that we will review documentation on a sample basis through the Education Welfare Service when they carry out visits to schools. Where appropriate documentation is not in place an escalation process will be established to ensure compliance with The Protocol which will include referral to the Phase Strategy Group if compliance is not forthcoming</p>
<p>1.5.a We recommend that the Head of Educational Outcomes contacts all Somerset schools to remind them of coding requirements for part-time timetables. This could be achieved by re-issuing a revised Somerset Protocol as recommended under 1.1a.</p>	<p>The revised Protocol contains advice on appropriate coding of absence.</p>