**Appendix 3**

**Reduced hours provision – Guidance for Parent/Carer/Social Worker for a CiC**

***What is a reduced hours provision?***

Reduced hours provision is an agreement made between parent/carer/social worker for a CiC, school and child or young person to reduce the hours spent in education for a time limited period as an intervention made to support him or her in his or her best interests.

***How many hours is Statutory provision?***

A timetable is considered reduced when a child or young person receives less than full-time provision compared to their peers in that setting. Education should be suitable to the age and needs of the child or young person.

HCC classifies full-time provision as 25 hours, not including registration, playtimes and lunchtimes.

***In what circumstances would reduced hours provision benefit my child?***

* As part of an integration/reintegration approach for children or young people who have not attended before or have been absent from school for a period of time due to, for example, illness, disability, mental health issues, family circumstances.
* Reduced hours provision is rarely effective in managing children or young people at risk of exclusion. It is unlawful for schools to discriminate against children or young people on the basis of their SEN and/or disability, including those with social, emotional or mental health needs and those exhibiting unproductive behaviour. Limiting their access to school is unlikely to help them develop in their areas of need.
* If your child has long-term medical needs, you should expect that the school has a medical or care plan for them. The DfE’s guidelines can be accessed here:

<https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/484418/supporting-pupils-at-school-with-medical-conditions.pdf>

***What must the school do if it feels reduced hours provision would benefit my child?***

* Schools have a duty of care for all children or young people on their school roll. The school must ensure that when a child or young person is not expected to attend, there is a written agreement with parents/carers/social worker for a CiC or alternative education providers about who is responsible for keeping the child or young person safe for the time they would normally be in school.
* The school should keep a record of all children or young people on reduced hours provision and must inform the Local Authority.

***I do not agree with having reduced hours provision, what can I do?***

* A school must not pursue a reduced hours provision without parental permission – this can be construed as an unofficial exclusion which is unlawful and can be seen as the school preventing your child from accessing provision.
* For children or young people with Education Health and Care Plans, the school must consult with the Local Authority SEN team.

***I’m in agreement for my child to have reduced hours provision – what should I expect?***

* The school should provide a clear and evidenced rationale for the reduced hours, aimed at supporting the needs of your child.
* The school must have signed parental permission evidenced on the school file prior to the commencement of reduced hours provision.
* The school should complete an education plan such as a Pastoral Support Plan, agreed by you and your child, demonstrating a clear pathway to full integration. Where appropriate, your child must have active involvement in the process of planning, reviewing and evaluating the provision.
* A formal risk assessment of the impact that reduced hours will have on your child is recommended practice for all children or young people and essential for children or young people who have other agency involvement including SEN, the Virtual School or Social Care.

***What happens at the end of the reduced hours provision period?***

* Midway through the reduced hours provision period (and possibly more frequently) the school will hold a review meeting. This will be an opportunity to discuss support and if all the objectives of the reduced hours provision are being met.
* At the end of the agreed period of the reduced hours provision, the school will have a reintegration review meeting. This will be an opportunity to discuss whether the objectives of the reduced hours provision have been met and to agree any on-going support necessary for your child.
* Your child should be attending school full-time.

***What if the reduced hours provision has not achieved the results we hoped for?***

Before the end of the agreed period of the plan, if the objectives have not been achieved, a multi-agency Team Around the Child meeting might need to be arranged to plan the next steps for your child. This might also include specialist staff from outside agencies who will try to suggest other things to help. As a parent/carer/social worker for a CiC you will be part of this process.

***Where can I go for support for my child’s needs – what are the arrangements and the support available?***

In the first instance it is important to talk to your child’s school. You can also ask them to signpost you to the appropriate support and wider services.

You can contact the Special Educational Needs and Disability Information, Advice and Support Team (SENDIASS) at: 0808 164 5504

or visit their website at: [www.hampshiresendiass.co.uk](http://www.hampshiresendiass.co.uk).

They will be able to give you impartial support and advice if you feel that your child has any special educational needs.