**Notification of a Temporary Reintegrated Timetable**

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| Pupil Name |  | NCY |  |
| School Name |  | DOB | 01/01/18 |
| SEN Status  | E / K / N  | Looked After Child  | Yes/No |
| Date of Early Help Assessment  | 01/01/18 | Child Protection | Yes/No |
| Risk Assessment Completion Date | 01/01/18 | Child in Need | Yes/No |

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| Plan under which Reintegrated the timetable is monitored/reviewed (attach plan)  | e.g.PEP/ PSP/ IBP/IEP  |
| Describe where education taking place | e.g.School/ off-site/ alternative provider |
| Reason for temporary Reintegrated timetable (please tick all that apply)  |
| Medical Physical Health(supported by medical professionals)  |  | Reintegration plan |  |
| Medical Mental Health(supported by medical professionals) |  | Emotional or social needs |  |
| Other (please describe below) |  |  |  |
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| Total hours per week in school or off-site supervised education activity  | e.g. 15 hours |
| Planned start date of Reintegrated timetable | 01/01/18 |
| Planned review date (within 2 weeks of the start date)  | 01/01/18 |
| Planned end date when the pupil will return to full-time provision (within 6 weeks of start) **Please note this is not a formal confirmation of closure of the Reintegrated timetable. The attached closure form MUST be completed and returned to: childrenmissingeducation@oxfordshire.gov** | 01/01/18 |

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| ***A Reintegrated 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 (01/01/18) |

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| 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 (01/01/18) |

Please scan a signed copy of this pro forma and the plan and send to us via secure Egress Switch email with ‘name of school and part time timetable’ in the subject line to childrenmissingeducation@oxfordshire.gov.uk

Please do not send originals. It is important you retain the original signed copy for your records.

REINTEGRATED TIMETABLE CLOSURE FORM

 (Please complete and return as a matter of importance within **5 school days** to:- childrenmissingeducation@oxfordshire.gov.uk

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| Pupil Name |  | NCY |  |
| School Name |  | DOB | 01/01/18 |
| SEN Status  | E / K / N  | Looked After Child  | Yes/No |
|  |  |  | **Date of Closure** |
| Reason for closure | Return to full time provision  | Yes/No |  |
|  | Part time provision | Yes/No |  |
|  | School Leaver | Yes/No |  |
|  | Transferred (within County) | Yes/No |  |
|  | Transferred (out of County) | Yes/No |  |
|  | Permanently excluded | Yes/No |  |
|  | Elective Home Educated | Yes/No |  |