CORNWALL COUNCIL
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Subject: Reminder – Legal Duties and Local Requirements on the Use of Temporary Part-Time Timetables (TPTTs)

24.02.26

Dear Colleagues,

I am writing to reiterate the statutory requirements and our shared responsibilities regarding the use of part-time (reduced) timetables - referred to in DfE guidance as **temporary part-time timetables (TPTTs)** - for children and young people in Cornwall.

Schools have a legal duty to provide full-time education for all pupils on roll. The Department for Education is clear that TPTTs must only be used in **very exceptional circumstances**, as a **strictly time-limited** measure forming part of a structured, evidence-based **reintegration plan**. A TPTT cannot be imposed by a school and remains unlawful - even if parents agree - unless it meets the criteria outlined in DfE guidance.

Important: Children with an Education, Health and Care (EHC) Plan

Where a child has an **EHC plan**, any proposal to place them on a TPTT **must**:

- involve the **Statutory SEND (Stat SEN) service** prior to any agreement;
- be underpinned by a clear rationale linked directly to the child's assessed needs and provision;
- consider whether an **Interim Review of the EHC plan** is required (including where a TPTT is being considered due to deteriorating attendance, behaviour, mental health, medical needs or placement concerns);
- ensure that **all Section F provision continues to be delivered**, unless formally varied through the statutory review process.

A TPTT must never be used as a substitute for meeting the provision in an EHC plan.

Locally, Cornwall Council requires that:

1. **Mandatory Reporting**
   All TPTT arrangements must be reported to the Local Authority as soon as they are agreed and updated regularly through the online reporting system. This applies to

all pupils aged 4–16, unless they meet one of the limited exempt categories (e.g., full-time APA provision).

2. **Clear Review Cycle and End Date**
   Every TPTT must have a defined review schedule and an agreed end date. TPTTs cannot be used as long-term arrangements.
3. **Safeguarding Requirements**
   TPTTs must not be used for vulnerable children - such as those on Child Protection Plans or those at risk of exploitation - without explicit agreement from a named Council officer.
4. **Accurate Attendance Coding and Hours of Provision**
   Schools must record the equivalent hours of education being provided and ensure accurate attendance coding, given the legal, safeguarding and financial risks of incorrect coding.
5. **Parental and Multi-Agency Involvement**
   All arrangements must involve parental/carer agreement and, where relevant, multi-agency planning. Cornwall's Parent Carer Engagement Framework also sets expectations for collaborative planning where a TPTT forms part of phased reintegration.

To confirm, TPTTs should remain rare, used only where absolutely necessary, and supported with robust oversight and review. Parental agreement alone does not make a TPTT lawful.

To ensure compliance, I am grateful if all schools can review their current practice immediately, confirm internally that no child is on a TPTT unless the above requirements are met, and verify that all arrangements have been correctly reported to us. If you have concerns about the legality, appropriateness or duration of any existing TPTT, please contact the Education & Community Health team.

A short briefing note is included below to support you and your staff.

Thank you for your continued partnership in ensuring every child in Cornwall receives their entitlement to full-time education.

Yours sincerely,

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BRIEFING NOTE

1. Legal Position (National Requirements)

- All pupils of compulsory school age are entitled to full-time education.
- Temporary part-time timetables (TPTTs) may only be used in very exceptional circumstances, as part of a **time-limited, structured reintegration plan**.
- A school **cannot impose** a TPTT. Parental agreement does not make it lawful unless it meets DfE criteria.
- TPTTs must not be used for behaviour management or because a full timetable is perceived as “unmanageable”.

1a. Additional Requirements for Pupils with EHC Plans

- Any consideration of a TPTT for a child with an EHC plan **must involve Statutory SEND**.
- Schools must consider whether an **Interim Review** is required before a TPTT is implemented.
- Section F provision must continue to be delivered unless formally amended.

2. Local Authority Expectations

- **Mandatory reporting** of all TPTTs for pupils aged 4–16.
- **Clear end date** and review schedule.
- **Accurate attendance coding** and **recording of hours**.

3. Safeguarding Requirements

- TPTTs must not be used for vulnerable pupils without explicit LA approval.
- A **risk-assessed reintegration plan** must accompany every TPTT.

4. Working with Parents and Professionals

- Parental agreement is required but **not sufficient** to make a TPTT lawful.
- Multi-agency meetings may be required (EBSA, SEND, medical needs, social care).

5. What Heads Must Do

- Ensure TPTTs are used only in exceptional circumstances.
- Report all cases immediately.
- Maintain rigorous review processes.
- Involve Statutory SEND where a TPTT is considered for a pupil with an EHC plan.
- Work collaboratively with parents and the LA.