

Request for a Reduction to the Induction Period – Part Time ECTs

Decisions regarding the length of induction are based on the DfE's [Statutory Induction Guidance](#). Please read the information from the Statutory Guidance below, and the complete the pro forma and return to the TSH Berkshire Operations Manager, Sue Watson via email (SusanWatson@lgs.slough.sch.uk)

Length of the induction period for an ECT who works part time 2.36-2.38

*2.36 ECTs serving induction on a part-time basis at any point **will need to serve the fulltime equivalent (FTE) of two full school years** (based on a school year of three terms). Therefore, an ECT working part-time as a 0.5 FTE will need to serve induction for four school years.*

*2.37 It is for the school and appropriate body to **decide in each individual case** the length of the induction period required which is fair and takes full account of the ECT's working pattern.*

*2.38 In cases where part-time ECTs have completed a period covering but not equivalent to two full school years and can **demonstrate that they meet the Teachers' Standards** they may, taking into account para 2.37 above, be able to have their induction period reduced (see para 3.5 on reductions).*

Reducing the Induction Period Statutory Guidance Paragraph 3.2-3.5

The statutory guidance provides for the induction period to be reduced where **special circumstances apply**. The **minimum period** induction can be reduced to is **one term**, but the exact length of reduction is agreed between the school and the Appropriate Body, so could be 2,3 or 4 terms etc.

Any reduction to the induction period **must be agreed** with the Appropriate Body (AB) **in advance** so that relevant and appropriate QA checks can be undertaken. The AB will not normally agree to any retrospective reduction of the induction period.

The school should submit reduction requests to the AB using the **attached pro-forma**.

Requests for reduction may be submitted in the case of **part-time ECTs**, who have successfully demonstrated they have met the Teachers' Standards to the required level at the end of two years (para 3.5)

*3.5 Separately, ECTs serving induction on a part-time basis may, **on completion of a period covering but not equivalent to two full years**, be able to have their induction period reduced. **It is for the appropriate body to consider whether to grant a reduction and bring forward the final assessment point.** When considering whether to reduce a part-time ECT's induction, the appropriate body is expected to consult the headteacher/principal*

and must gain the agreement of the teacher concerned. A reduction should **only be made on the basis that the ECT has met the Teachers' Standards.**

Any request must be endorsed by the ECT. If an ECT wishes to serve the full induction period they must be allowed to do so (para 3.3)

In making a decision about whether special circumstances apply, and allowing a reduction of the induction period, the AB will take account of **advice and evidence** from the employing school. This may include:

- Supporting statement from employing school based on observation(s) and any other evidence of ECT's competence in relation to the Teachers' Standards
- Evidence from the school/ECT of meeting the Teachers' Standards
- Statement of agreement from ECT

Where the AB applies discretion to reduce the induction period, the school must provide the **full range of ECT entitlements** for the duration of the induction period including:

- Reduced teaching timetable of 90% in first year of induction and 95% in second year
- Allocated Mentor and regular timetabled mentor meeting
- Access to an Initial Teacher Training Early Career Framework (ITTECF) training programme and any other internal CPD that the ECT requires
- The ECT is observed at regular intervals
- The ECT has opportunity to observe other teachers

If at the end of the reduced induction period the school's recommendation is that the ECT has not successfully met the Standards, the AB will then follow the induction process in the normal way (see paras 2.66 – 2.68).

Request for a Reduced Induction Period – Part Time ECTs

ECT Name:	Headteacher:	Date:
School:		
Start date of Induction Period:		
Part-time ratio (e.g 0.5 etc):		
Proposed end date of Induction Period:		
I would like to request a reduced induction period for the above named ECT and confirm that evidence shows that he/she is capable of meeting the Teachers' Standards at the required level by the end of reduced induction period. Signed (Headteacher)		
Headteacher statement to support request for a reduced induction period. This should include references to evidence of how the part time ECT is meeting the Teachers' Standards to the same level as a full time ECT.		
Has the ECT kept up with the Early Career Training Programme (ECTP) at the same rate as full time ECTs? If not, what proportion of the ECTP have they covered? NB completion of the whole ITTECF programme is not a requirement to complete induction.		

I confirm that I am in agreement with this request for a reduced induction period. I understand that my ECT entitlements will cease at the end of the reduced induction period. (See page 2 of this document for a list of these entitlements).

Signed (ECT)

If the school/ECT wished to submit additional documents supporting this request, please list them here, and send them electronically with this form. This may include lesson observations, notes from meetings with the induction tutor or other evidence of the ECT meeting the Teachers' Standards.

TSH Berkshire Confirmation/Rejection of Reduction Request

The request for a reduced induction period has been agreed by the Appropriate Body.	Yes	No
Reasons for rejection (if applicable):		
Signed:	Date:	
David Harding Headteacher, Langley Grammar School TSH Berkshire Appropriate Body		