

Request for a Reduction to the Induction Period

Decisions regarding the length of induction are based on the DfE's [Statutory Induction Guidance](#).

This document is for schools who wish to **request a reduction based on an ECT's prior experience**. 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)

If you wish to request a reduction for a part-time ECT, please see the separate document relating specifically to part-time ECTs.

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 also 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)

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:

- Performance management documentation
- Application form showing previous teaching experience with dates
- 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 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 the 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).

Guidance for considering a reduction of the induction period:

Para 3.3 of the statutory guidelines states that:

*Reductions should **only be considered where an ECT has extensive prior experience of teaching whole classes to the Teachers' Standards**. Examples of when this discretion might be considered appropriate include a teacher who has taught in the independent sector or who has gained QTS via the assessment-only route.*

This may include prior experience as a teacher in:

- An independent school
- An Academy or Free School
- An FE institution
- A British School overseas
- Any other institution where induction may be served (2.1)

And/or prior experience as:

- An unqualified teacher/instructor
- A teacher in a school where induction cannot normally be served
- A teacher in a school that did not register them for induction;
- A teacher in an overseas school

Other relevant experience may be taken into account and each requests will be dealt with on an individual basis.

Request for a Reduced Induction Period

ECT Name:	Headteacher:	Date:
School:		
Start date of Induction Period		
Proposed end date of Induction Period		
ECT's training route (PGCE, Assessment Only etc)		
Have you included a copy of the ECT's final report from their training with this request?	Yes/No	
Does the ECT have a teaching qualification from overseas?	Yes/No	
If you answered yes to the previous question, please give details.		
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 a clear reference to the ECT's "extensive prior experience of teaching whole classes to the Teachers' Standards" referred to in the Statutory Guidelines:		

Details and evidence of ECT's previous teaching experience

Please use one line for each academic year and add more rows if necessary

Date	School/Institution (name and address)	Details of teaching experience (classes taught, duties undertaken, curriculum followed etc)

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 1 of this document for a list of these entitlements.)

Signed (ECT)

If there are additional documents supporting this request (references from previous school(s), performance management paperwork etc, please list them here and include electronic copies with the request:

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	