

East Manchester Teaching School Hub

Request for a Reduction to the Statutory Induction Period

We firmly believe that the induction process is a vital and positive feature of the new framework established to support and empower teachers to develop, grow and refine their teaching practice and pedagogy. Every Early Career Teacher (ECT) has the right to additional time, support, and training and mentoring via the ECF for two full years - we encourage all ECTs to take this opportunity. The process is there to support recruitment and retention, allowing ECTs time to embed and reflect on their practice. Seldom will Teachers encounter such improvement opportunities in their careers and it's important to note that the Induction process does not hinder pay or career advancement.

Before applying for a reduction, the Appropriate Body kindly asks that the reason(s) why the ECT might not feel the need to make use of the full two-year support period are reflected upon and that they consider how this might affect their continued professional development and mentor support.

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

Reductions should only be considered where an ECT has extensive prior experience of teaching whole classes demonstrating that they have consistently met the Teachers' Standards.

Reduction for Early Career Teachers who are considered to be making better than satisfactory progress against the Teachers' Standards is **not** appropriate: they should continue to receive the same entitlements and curriculum support (ECG) as all other Early Career Teachers.

This document is for schools who wish to **request a reduction based on an ECT's extensive prior experience**. 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 Quality Assurance 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 deciding whether special circumstances apply, and allowing a reduction of the induction period, the AB will consider the **evidence provided** from the employing school.

This will include:

- Performance management documentation which can evidence experience and competence
- Evidence of CPD during the period of extensive prior experience
- Application form showing previous teaching experience with dates and responsibilities
- Supporting statement from employing school based on observation(s) and any other evidence of the ECT's competence in relation to the Teachers' Standards
- Evidence of the ECT meeting all standards from the school
- Additional evidence from the ECT of meeting the Teachers' Standards
- Statement of agreement from ECT

For those teachers who took the Assessment Only route, the evidence needs to come from before they started the Assessment Only route; the documentation used to support this route cannot be considered.

Where the AB applies discretion to reduce the induction period an external validation of the ECTs performance may be undertaken by the Appropriate Body. The school must provide the **full range of ECT entitlements** for the duration of the induction period including:

- Reduced teaching timetable by 10% in first year of induction and 5% in second year
- Allocated Mentor and regular timetabled mentor meeting
- Access to an Early Career Framework (ECF) 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.
- Termly meetings to review and share progress report/assessments

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 guideline's 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 extensive 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 extensive prior experience as:

- An unqualified teacher/instructor with full Teaching responsibilities
- 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 considered, and each request will be dealt with on an individual basis.

Request for a Reduced Induction Period

*Editable document available on ECT Manager (Navigate to *content - resources*)

ECT Name:	Headteacher:	Date:
School:		
Start date of Induction Period:		
Proposed end date of Induction Period:		
<p>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.</p> <p>Signed (Headteacher)</p>		
<p>Headteacher statement to support request for a reduced induction period. This should include a clear reference to the ECT's "<i>extensive prior experience of teaching whole classes to the Teachers' Standards</i>" referred to in the Statutory Guidelines:</p>		

Details and evidence of ECT's previous teaching experience

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

Details of continuing professional development during the period of extensive prior experience

Date	Course title	Details of the course and provider/institution name

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) Date.....

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.

East Manchester Appropriate Body 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:	
Jo Conway Director of East Manchester Appropriate Body		
Signed:	Date:	
Katie Dallender Teacher Training and Development at East Manchester Teaching Hub		
		Strategic Director of