



**MANOR**  
TEACHING SCHOOL HUB

*Proudly serving South Staffordshire,  
Walsall and Wolverhampton*

# ECT INDUCTION

## Reduced Induction Request Form



# Request for Reduced ECT Induction Period

Requests for reduced induction periods will only be considered in recognition of ECTs having previous teaching experience and exceptional circumstance. **Please read the information below, on page 3, for further information in this.**

All requests must be sent to Manor Teaching School Hub ([info@manorteachingschoolhub.com](mailto:info@manorteachingschoolhub.com)) or Manor Teaching school Hub Appropriate Body Lead Ceri Porter ([cporter@manorteachingschoolhub.com](mailto:cporter@manorteachingschoolhub.com)) the term before the due date of the proposed final assessment.

ECT Name:	Headteacher:	Date:
School:		
Start date of Induction Period:		
Proposed end date of Induction Period:		
Number of days induction is reduced by:		
I would like to request a reduced induction period for the above named ECT and confirm that he/she is <b>consistently</b> meeting the Teachers' Standards.		
Name ..... (Headteacher)		
<b>Reason for request to reduce the Induction Period:</b>		
<b>Details and evidence of ECT meeting each of the Teacher Standards:</b>		
TS1		
TS2		
TS3		
TS4		
TS5		
TS6		
TS7		
TS8		



<b>Personal and professional conduct</b>	
<p>Early Career Framework (ECF) based training is expected to be embedded as a central aspect of induction.</p> <p>Please confirm that the ECT will be provided with an ECF based programme throughout the induction period, including the statutory requirement for a reduced timetable in addition to PPA, a school based mentor and an Induction Tutor.</p>	Y/N
<p>Signed ..... (Head) <span style="float: right;">Date.....</span></p>	

<b>ECT confirmation</b>	
I understand that it is my right to serve the full induction if I wish to do so	Y/N
I understand that after the induction period has been served, I relinquish my statutory entitlements to an ECF based programme.	Y/N
I understand that after the induction period has been served, I relinquish my statutory entitlements to a reduced timetable.	Y/N
<p>Signed ..... (Head) <span style="float: right;">Date.....</span></p>	

\*Please see below for examples of where Manor Teaching School Hub AB, in line with DFE Guidance, will consider reducing the induction period.

Digitally signed forms will be accepted only if sent from the Headteacher’s email address and copied to the ECT.

## Determining and Reducing the Length of the Induction Period

### Determining the length of the induction period

2.29 The length of the induction period an ECT is required to serve, whether the teaching post in which they are doing so is part-time or full-time, is the full-time equivalent of two school years. This usually consists of six school terms, divided into two periods each consisting of three school terms.

2.30 The appropriate body makes the final decision about the equivalence to two school years in cases where the ECT serves induction in more than one setting or in non-standard settings such as those in the FE sector.

2.31 In some exceptional circumstances the length of an induction period may be reduced.

### Reducing the induction period

3.2. Even though some teachers already have significant teaching experience when they enter the maintained sector for the first time, they are still required to serve statutory induction. In such cases, appropriate bodies have discretion to reduce the length of the induction period to a minimum of one term (based on a school year of three terms) to recognise this experience. An appropriate body in England has the discretion to consider reducing the 2 year length of the Induction period being served under the English legal framework (the 2012 regulations) in recognition of part of an induction served in Wales under the Welsh induction regulations subject to evidence of induction records.



3.3. In making such a decision they should take account of advice from the headteacher/principal and must gain the agreement of the teacher concerned. If a teacher wishes to serve the full induction period they must be permitted to do so. The appropriate body may wish to consider what evidence of previous experience and performance they require in reaching their decision, including performance management documentation from previous teaching employment. Reductions 9 the Education (Induction Arrangements for School Teachers) (Wales) Regulations 2015 and the Education (Induction Arrangements for School Teachers) (Wales) (Amendment) 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. In all cases, if a reduced induction is considered appropriate when determining the length by which the induction is to be reduced appropriate bodies are expected to consider the remaining progress that is to be made against the Teachers' Standards.

3.4. Where the length of induction is reduced to one term, only the final assessment meeting and report will be required with the headteacher's/principal's recommendation on whether the teacher's performance against the Teachers' Standards is satisfactory or if an extension would be appropriate. The appropriate body will then follow the induction process in the normal way.

3.5. Separately, ECTs serving induction on a part-time basis may, on completion of a minimum period covering but not equivalent to two full years, be able to have their induction period reduced. After the minimum period, at the point when enough evidence has been gathered that the ECT's performance against the Teachers' Standards is satisfactory the headteacher/principal may consult with the appropriate body on whether a reduced induction is appropriate. 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, in these circumstances, should only be made on the basis that the ECT has met the Teachers' Standards.

*(Statutory Guidance April 2024)*

[Induction for early career teachers \(England\) statutory guidance \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/121212/induction-early-career-teachers-2024.pdf)

### **Examples of where Manor Teaching School Hub AB will consider reducing the induction period**

Significant teaching 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;

and/or

Significant teaching experience as:

- a part-time teacher who has completed a period covering but not equivalent to two full years;
- an unqualified teacher;
- a teacher who has gained QTS via the Assessment Only route;
- 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;

