**Policies relating to attendance and retention on NPQ programmes with Ambition Institute and Manor TSH**

#### **Attendance and programme completion policy**

This policy provides clarity on programme completion expectations, including attendance and associated qualifications, where applicable. The policy also outlines the process if a participant’s circumstances change and they are no longer able to attend an event, 1:1 development session or complete an independent learning task. [Download Ambition Institute’s attendance and programme completion policy.](https://www.ambition.org.uk/documents/1743/Ambition_Institute_Attendance_Policy_S2RRDG5.pdf)

#### **NPQ Part-time, deferral and portability**

This policy outlines how participants who are part-time, defer or transfer schools during their NPQ will be supported to continue engaging with their programme. [Download Ambition Institute’s NPQ part-time, deferral and portability policy](https://www.ambition.org.uk/documents/2003/NPQ_Part-Time_Deferral__Portability_Policy.pdf)

#### **NPQ Withdrawal policy**

This policy sets out the circumstances in which a withdrawal from one of our programmes may take place, and our approach should it arise. This policy ensures that we have measures in place to enable all participants to fully benefit from our programmes as far as possible, with withdrawals only taking place following full consideration of alternative options. [Download Ambition Institute’s NPQ withdrawal policy.](https://s3.eu-west-2.amazonaws.com/ambition-institute/documents/Ambition_Institute_NPQ_Withdrawal_policy_2023.pdf) If instead of deferring you choose to withdraw from the programme you must understand that this will mean in the future you will be unable to access DFE funding for the NPQ programme.

**Manor Teaching School Hub – NPQ Deferral Form (Nov. 2023)**

|  |  |
| --- | --- |
| **Qualification:** |   |
| **Provider:** | **Manor Teaching School Hub (working with Ambition Institute)** |
| **Reason for deferral:**Examples of circumstances where a deferral may be offered include Illness and/or health-related issues and leaves of absence; Maternity/paternity; Bereavement or changes to personal circumstances which impact your ability to fully engage and other occurrences which are out of your control which could not have been foreseen or planned for, and which impact your completion.  |       |
| **Date of request:** |   |

|  |  |
| --- | --- |
| **Delegate name:**  |   |
| **Job Title:** |   |
| **Delegate email:**  |   |
| **School:** |   |
|  I wish to defer from the course due to the reasons above. **Signed by participant : Date:** **Signed by Headteacher/CPD Lead: Date:** |
| *For Manor Teaching School Hub administration.*  Updated Ambition Portal Updated Manor systems   **Signature: Date:**  |

**Manor Teaching School Hub – NPQ Withdrawal Form (Nov. 2023)**

When a delegate commences an NPQ, the funding for this qualification is allocated by the Department for Education. If a candidate then withdraws they will be unable to subsequently access DFE funding for this programme in the future. It is important that you are aware of this consequence of completing this withdrawal request.

An alternative to consider is a deferral. Please email info@manorteachingschoolhub.com if you wish to discuss this alternative.

|  |  |
| --- | --- |
| **Qualification:** |  |
| **Provider:** | **Manor Teaching School Hub (working with Ambition Institute)** |
| **Reason for withdrawal:** |  |
| **Date of request:** |  |
| **Delegate name:**  |  |
| **Job Title:** |  |
| **Delegate email:**  |  |
| **School:** |  |
| I wish to withdraw from the course due to the reasons above. I understand and accept the consequences of withdrawal as detailed above. **Signed by participant : Date:** **Signed by Headteacher/CPD Lead: Date:** |
| *For Manor Teaching School Hub administration.* Updated Ambition Portal Removed from SteplabUpdated Manor systems**Signature: Date:** |