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| **Request to Reduce the Induction Period** **of a part-time ECT Form** |

In accordance with the [Department for Education Statutory guidance document](https://assets.publishing.service.gov.uk/media/6629237f3b0122a378a7e6ef/Induction_for_early_career_teachers__England__statutory_guidance_.pdf), 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) in recognition of the completion of a minimum period covering but not equivalent to two full years.

To make a request to reduce the induction period of a **part-time ECT**, please complete the details in the table below and return a copy of this form via email to: Emma Gerrard, Appropriate Body Coordinator (e.gerrard@hispmat.org).

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| Name of ECT:   |   |
| School/Academy:    |   |
| Start date of Induction Period:   |   |
| Specify part-time portion: |   |
| Has the ECT been consulted and agreed to this request?  | *
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| Has the Headteacher/ Principal been consulted and agreed to this request?  | *
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| Has the following evidence been uploaded onto ECT Manager? (Please tick)* *Previous performance management documentation*
* *ECT summary showing previous teaching experience*
* *Supporting statement from current/ previous employer (on headed paper)*
* *Statement of agreement from the ECT*
* *Copies of any ECT Lesson Observation Forms (minimum 4)*
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| Additional supporting evidence, if there is further evidence that would support this reduction request, please detail here. | Additional supporting evidence: |
| What is the suggested date by which the school/ academy would like the induction period to be completed?  |   |

For HISP Teaching School Hub, as the Appropriate Body, to make a decision regarding this request, a quality assurance visit to the school/ academy may be required. This would involve meeting with the ECT, a lesson observation of their teaching and a thorough review of the evidence collated above. You will be contacted following receipt of this form to discuss the next stage in the process.

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| Signed:     (Headteacher/ Principal)  | Date: |
| Signed:   (Induction Tutor)  | Date: |
| Signed:   (ECT)  | Date: |