

Request to reduce the Induction period of a part-time ECT Form

In accordance with the [Department for Education Statutory guidance document](#), 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).

Name of ECT:	
School/Academy:	
Start date of Induction Period:	
Specify part-time portion:	
Has the ECT been consulted and agreed to this request?	<input type="checkbox"/>
Has the Headteacher/ Principal been consulted and agreed to this request?	<input type="checkbox"/>
Has the following evidence been uploaded onto ECT Manager? <ul style="list-style-type: none"> • <i>Previous performance management documentation</i> • <i>Application form showing previous teaching experience</i> • <i>Supporting statement from current/ previous employer (On headed paper)</i> • <i>Statement of agreement from the ECT</i> • <i>Copies of any ECT Lesson Observation Forms</i> 	<input type="checkbox"/>
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.

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