



Request to reduce the Induction period of an 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 previous **significant** teaching experience and **exceptional** circumstances.

To make a request to reduce the induction period of an 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: | |
| Please detail reason(s) for requesting to reduce induction period e.g. <ul style="list-style-type: none"> • <i>previous significant teaching experience</i> • <i>exceptional circumstances</i> | |
| 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) | |