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| **Request to Reduce the Induction Period**  **of an 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 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](mailto:e.gerrard@hispmat.org)).

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| Name of ECT: |  |
| School/Academy: |  |
| Start date of Induction Period: |  |
| Please detail reason(s) for requesting to reduce the induction period e.g.   * *previous significant teaching experience* * *exceptional circumstances* |  |
| Has the ECT been consulted and agreed to this request? |  |
| Has the Headteacher/ Principal been consulted and agreed to this request? |  |
| 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)* | |
| 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: |