



## **Deferral and Intercalation Policy: Provider-Led Trainee Teachers**

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## Document Control

<b>This document has been approved for operation within:</b>	<b>Ripley ITT</b>
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<b>Version</b>	<b>V1.0</b>

## Roles and Responsibilities

The Trust has overall responsibility for the effective operation of this policy. The **Executive Steering Group** is responsible for approving this policy and monitoring its effectiveness.

The Executive Steering Group is responsible for ensuring that staff are treated fairly and consistently in the application of this policy and procedure.

The Executive Steering Group has delegated day-to-day responsibility for operating the policy to the SCITT Director. The SCITT Director has specific responsibility to ensure the fair application of this policy and that procedures are followed.

## Introduction

Ripley ITT understands that trainees may need to delay their training or withdraw from their training due to various reasons. Ripley ITT will ensure that trainees are provided with sound advice and are cognisant of any financial implications. This policy is not intended to form the basis of a contract between the SCITT and the Trainee and may be amended at any time.

## Aims

- > to ensure that trainees understand how to defer their training and are aware of financial implications
- > to ensure that trainees understand how to withdraw from their training and are aware of financial implications
- > to ensure that the process of deferring or withdrawing from a Ripley ITT training programme is completed in a fair and equitable manner in line with our Equality Policy.

## Deferral and Intercalation Policy

### Deferring a place on the Ripley ITT programme

Successful applicants may request to defer their place on the ITT programme until the following recruitment year. Such requests are at the absolute discretion of Ripley ITT and places cannot be guaranteed should their chosen course not run the following year. Applicants should understand this risk before deferring their place. When making an application for a deferred start, applicants may wish to provide as much information as possible to assist with the SCITT's consideration of the request before a determination is made.

Deferred applicants will be expected to make a firm commitment to taking up their place and meet all conditions of offer in a timely manner during the following recruitment cycle otherwise school placements cannot be guaranteed. This may, at the absolute discretion of the SCITT, require a monetary deposit to secure the place.

For applicants who request a deferral during the onboarding period and **after recruitment costs have been incurred**, the SCITT will seek to recover these costs (administration, DBS and health checks, up to £250) but will then refund them once the trainee commences the programme the following year. Should applicants not take up their deferred place and instead withdraw, Ripley ITT will not refund these charges.

Trainees who are unable to continue their studies for personal, family or health reasons can request an intercalation from the programme. This would involve suspending their training and returning to the programme at a later date, up to 12 months later.

Intercalation requests will be considered by the SCITT Director and will be approved by the Accounting Officer.

The following considerations apply:

- (i) It may not be possible to return to the same placement school
- (ii) It may be necessary to return at the same point in the programme 12 months later in order to fit in with training days and placement patterns
- (iii) Intercalation may not be possible if changes to SCITT subject/phase allocations are anticipated or occur in the following year
- (iv) There will be implications for finance – please refer to the Ripley ITT SCITT Trainee contract
- (v) There will be implications for future employment if the trainee has already secured an ECT post for the following year
- (vi) For the PGCE there will be a separate university intercalation procedure
- (vii) Trainees who intercalate will need to inform the SCITT Director if they decide to withdraw from the programme rather than return
- (viii) Trainees who are scheduled to return from an intercalation will be required to attend an interview with the SCITT Director at least one month prior to return and will be expected to keep in occasional contact during the intercalation period
- (ix) An Occupational Health assessment may be needed before training can recommence

- (x) Trainees will be required to undertake new DBS and online checks prior to restarting the programme.
- (xi) Trainees will be required to complete safeguarding training before restarting the programme.

Requests for intercalation need to be made using the Intercalation Request Form which is available from the SCITT Administrator.

### **Grounds for Intercalation**

Ripley ITT reserves the right to decide whether there are reasonable grounds for an intercalation request and the right to refuse the request at its absolute discretion. Intercalation will not be permitted on the following, but not exclusive, grounds:

- Trainee is under Cause for Concern or At Risk procedures
- Trainee has failed to meet the Teacher Standards
- Trainee is under Disciplinary procedures
- Trainee has invoked a Complaints process
- Trainee is under Fitness to Practice procedures

### **Confidentiality**

All information resulting from the procedures set out in this Policy will be treated confidentially and in line with data rights and obligations, as set out in the Data Protection Act 2018. The process will be treated with confidentiality. However, the desire for confidentiality does not override the need for the Executive Steering Group, Chief Executive (and / or delegated Senior Leader/s where appropriate), to quality assure the operation and the effectiveness of the system. All documents produced as part of the process will be treated as personal and confidential.

### **Evaluation of procedures**

The SCITT Director will review procedures for annual leave every two years. The policy will be approved by the Board of Trustees.

### **Appendix 1 Ripley ITT Intercalation Form**

It is important you read the Intercalation Policy prior to completing this form.

#### **TRAINEE DETAILS:**

Trainee name:

#### **INTERCALATION DETAILS:**

Requested start date of intercalation:

Expected date of return (if known):

Reason for intercalation:

(please give brief details)

(if the reason is of a medical nature please attach appropriate evidence)

#### **TRAINEE SUPPORT AGREEMENT:**

Named contact:  
Agreed channel of communication:  
(e.g. telephone, email)

Agreed frequency of contact: Monthly

**Trainee declaration and signature:**

I confirm that the information on this form and any supporting evidence is true and accurate. I also understand that, prior to being allowed to resume the programme if my request to intercalate is for medical reasons I will be required to provide medical evidence to confirm I am fit to return. I am aware that I am required to declare any criminal convictions received since my original application.

Signed

Date

**Ripley ITT declaration:**

I confirm I have discussed fully with the student any areas where he/she may experience problems when they return to the programme on the agreed return date. I have met with the student and confirm that the student is at an appropriate point within the programme to intercalate.

Signed

Date

**IMPORTANT:**

1. Trainees must contact Student Loan Company concerning suspension of fees and any grants. Please refer to Ripley ITT tuition policy.
2. It may be necessary to return at the same point in the programme 12 months later in order to fit in with training days and placement patterns.
3. For the PGCE there will be a separate university intercalation procedure.
4. Trainees who intercalate will need to inform the SCITT Director if they decide to withdraw from the programme rather than return.
5. Trainees who are scheduled to return from an intercalation will be required to attend an interview with the SCITT Director at least one month prior to return and will be expected to keep in occasional contact during the intercalation period.
6. An Occupational Health assessment may be needed before training can recommence.
7. Trainees will be required to undertake new DBS and online checks prior to restarting the programme.
8. Trainees will be required to complete safeguarding training before restarting the programme.

\*\*\*\*\*Office Use Only\*\*\*\*\*

**Intercalation approved by SCITT Director:**

**Signed**

**Date**

**Approved by Accounting Officer:**

**Signed**

**Date**