



Withdrawal Policy: Trainees

Ripley ITT SCITT
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Status	Mandatory
Owner	SCITT Director: Felicity Ackroyd
Version	V1.0

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

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.

This policy should be read in conjunction with:-

- a) The SCITT Deferral and Intercalation Policy;
- b) Trainee Contract

Trainees may decide to leave our programme for various reasons, including a change in personal circumstances, health or the decision that teaching is not the right career for them. We will support all our trainees in such circumstances to enable them to make the best decision and fully explain all available options before deciding to leave the programme. Trainees have several sources of support they can access to gain this advice:

- Their school mentors
- The SCITT Director/Deputy Director /Primary Programme Leader
- Personal Tutor

If trainees decide to withdraw rather than intercalate, or have already intercalated and decide they are not fit to return to the programme, they need to notify the SCITT Director. Please refer to the SCITT Deferral and Intercalation Policy.

An Exit Interview will take place (which could be by telephone if trainees are too ill to attend a face to face meeting) to establish the reasons for withdrawal.

Trainees will need to complete the SCITT Withdrawal Form, available from the SCITT Business Manager.

Trainees will need to return any school and SCITT equipment before they can withdraw.

Trainees will be notified about what will happen regarding tuition fees and bursaries. Please refer to the SCITT Tuition Fee policy.

The SCITT Business Manager will notify the DfE that the trainee has withdrawn from the programme. The SCITT Business Manager is also required to notify the Student Loan Company.

Appendix 1

RIPLEY ITT WITHDRAWAL FROM THE SCITT PROGRAMME

When completed please send or deliver this for to the SCITT Director or SCITT Administrator

Failure to complete all relevant sections may cause a delay in processing.

SECTION A – TO BE COMPLETED BY THE STUDENT	
Student ID Number	
First and Middle Names	
Last (family) Name	
Intercalation:	start date end date
Last date of attendance (if not intercalating)	
Date of Withdrawal	
The date of withdrawal should correspond with the last date of attendance except where the student was intercalating.	
Reason for withdrawal (please give full details)	
Student Signature	
Date	
Return of School and SCITT property (details)	
Date of exit Interview	
Names of Interviewees	

SECTION B – APPROVED BY THE ACCOUNTING OFFICER FOR THE PROGRAMME
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I agree to this withdrawal

SCITT Director	
Signature	
Date	