



# Application to Reduce the Induction Period: Guidance

## Overview

Appropriate Bodies have discretion to reduce the length of the induction period.

Reduced induction periods:

- must be applied for using the Reduction Application form and must be approved by the Appropriate Body
- must be endorsed by the ECT. **If a teacher wishes to serve the full induction period they must be permitted to do so.**
- are only considered where an ECT meets one of the following criteria:
  - has extensive prior experience of teaching whole classes to the Teachers' Standards and can evidence this. (See guidance A below)
  - where a part-time teacher has completed at least six calendar terms, has secure evidence of meeting the Teachers' Standards and there are additional reasons for reducing the induction period (please refer to guidance B below)
  - Parental/carer leave (guidance C)
- must be at least one term
- Are charged at the full Appropriate Body fee for induction.

An application form for any reduction must be completed and emailed to [kerrywalpole@saffron.academy](mailto:kerrywalpole@saffron.academy). It must also be uploaded to the documents section on ECT Manager. The application form and guidance can be found in the resources section on ECT Manager. These can also be found in Appendices J and K of the saffron Appropriate Body Handbook.

Where the AB applies discretion to reduce the induction period, an external validation of the ECT's performance may be undertaken by an AB representative towards the end of the shortened period.

If at the end of the reduced induction period the school's recommendation is that the ECT has **not** successfully met the Standards, the AB will then discuss an appropriate additional period of extension.

Some ITT providers have told trainees that a one term induction period is an entitlement for those taking the Assessment Only route into teaching. **This is not true.** The statutory entitlement is a two-year induction. If a reduction is desired, the application process is as described in this document.

**Relevant sections of the statutory guidance can be found in Appendix A.**

**The Application form can be found in Appendix B.**

Guidance A	Guidance B	Guidance C
Considering a reduction of the induction period based on prior teaching experience	Considering a reduction of the induction period based on a part-time teacher having completed two calendar years	Considering a reduction due to the commencement of parental/carers' leave
<p><i>The teacher should already have significant teaching experience (3.3).</i> Applicants must have prior experience which has provided:</p> <ul style="list-style-type: none"> <li>• <b>Substantial</b> classroom teaching experience of at least three years</li> <li>• <b>Recent</b> teaching experience (i.e. within last five years) and in the same phase/age range</li> <li>• <b>Relevant</b> teaching experience (e.g. similar subject and where relevant knowledge and understanding of syllabus/curriculum)</li> <li>• <b>Continuous</b> contracted employment of not less than three terms normally undertaken at the same school</li> <li>• An appropriate working and teaching environment (i.e. a school which has not been deemed as unsuitable to host induction)</li> <li>• monitoring processes which can evidence experience and competence.</li> </ul> <p>This may be as a teacher in:</p> <ul style="list-style-type: none"> <li>• an independent school</li> <li>• an FE institution</li> <li>• a British School overseas</li> <li>• any other institution where induction may be served</li> </ul> <p>And/or as:</p> <ul style="list-style-type: none"> <li>• an unqualified teacher/instructor</li> <li>• a self-employed teacher in a school</li> <li>• a teacher in an overseas school</li> </ul> <p>Examples of evidence might include:</p> <ul style="list-style-type: none"> <li>• Copy of previous performance management documentation or record for last year of contracted employment</li> <li>• Copy of application form showing previous teaching experience with dates</li> <li>• Supporting statement from employing school based on observation(s) and any other evidence of ECT's competence in relation to the Teachers' Standards</li> </ul>	<p>In cases where part-time ECTs have completed a period covering but not equivalent to a minimum of two full school years and can demonstrate that they meet the Teachers' Standards, schools may consult with Saffron AB about the possibility of reducing the length of the induction period. <b>However, it must be made clear to ECTs that it is in their interest to access their full statutory entitlement.</b></p> <p>Additional reasons for reducing the induction period might include:</p> <ul style="list-style-type: none"> <li>• The pro rata induction period would be too long. For example, a teacher on 0.4 FTE is entitled to 5 calendar years of induction but most teachers and schools would consider this to be too long</li> <li>• The convenience of ending induction at the end of a term, especially when an ECT is leaving their school</li> </ul> <p>Reductions of this kind will be discretionary not an expectation.</p>	<p>The relevant section of the Statutory Guidance is: <b>Extension of the induction period prior to completion due to statutory maternity, paternity, adoption, shared parental, parental bereavement or carer's leave (3.7).</b></p> <p>ECTs who would otherwise complete their induction during the period of their leave frequently request to reduce induction so that it is completed before their leave commences. However, it is a requirement that the ECT is given the opportunity to extend or carry on their induction on their return (see section of Statutory Guidance in bold above). So, if the ECT and the school are requesting a reduction so that induction is completed before the leave commences, the AB will <b>not approve</b> this request.</p> <p>The usual process for ECTs whose induction period finishes during their leave is as follows:</p> <ul style="list-style-type: none"> <li>• The AB will edit the date on the report issued before leave commences, making it a Final Assessment report.</li> <li>• The IT should complete the report (as the ECT's practice will be fresh in their mind) and the ECT can add their comments and signature. Getting the ECT's signature at this stage provides for the possibility of them not returning.</li> <li>• The IT's and HT's signatures should wait until the ECT returns.</li> <li>• Then the AB will put the account on hold as is usual for maternity leave. It will be reactivated on their return.</li> </ul> <p>If the ECT returns and decides that they want to extend their induction, this Final Assessment can be changed to a Standard Assessment and induction can continue as agreed.</p> <p>If the ECT returns and confirms the agreement not to extend induction, the IT and HT should sign the report. The AB will then review it and submit the ECT to the TRA as having completed induction.</p> <p>If the ECT does not return and is not contactable to confirm the agreement to reduce induction, the IT and HT should sign the report. The AB will then review it and submit the ECT to the TRA as having completed induction.</p> <p><b>There is not a requirement to submit a reduction application for parental/carer leave.</b></p>

## How to apply for reduction

Having read the above information, if an ECT and the school feel it is appropriate to apply for reduction, the following steps need to be taken.

1. The Headteacher must ensure they are confident in the prior experience and the teaching ability of the ECT, ensuring they meet the requirements as outlined in this document.
2. The Headteacher/Induction Tutor must ensure that the ECT understands that reduction of the induction period will result in the ECT relinquishing their statutory entitlements (including but not limited to reduced timetable, mentoring, access to the EC programme). The ECT will be asked to confirm this via the application form.
3. The application form must be completed by all parties and emailed to Kerry Walpole, AB administrator: [kerrywalpole@saffron.academy](mailto:kerrywalpole@saffron.academy). **The AB will then confirm whether the application can proceed.**
4. The relevant evidence demonstrating the strength of the ECT needs to be uploaded to ECT manager by the deadlines that will be confirmed by the AB at the time of application. *(Evidence could include observations, standards tracker, PMR documents from previous teaching experience, testimonials, and any other relevant evidence that the school feels demonstrates that the ECT is suitable for a reduced induction period).* The AB will then review the evidence and present to the Advisory Panel (please see below).

## Reduction decisions

Decisions about the reduction to the induction period are approved by the Appropriate Body Advisory Panel which meets termly.

All applications need to be received a term in advance of the proposed completion date.

For example:

For a proposed completion date of July 2026, the application and evidence would need to be submitted by the end of February 2026, for review by the panel in March 2026. Applications can be submitted more than a term in advance.

If approved, the school will be notified and the ECT will move to year 2 of the programme for the remainder of the induction period. **The Appropriate Body may decide to conduct a visit to review evidence before confirming/declining the reduction.**

If applications are declined, the Appropriate Body will notify the school and provide the reasoning for the application not being successful.

## APPENDIX A: Relevant sections of the Statutory Guidance

### Length of the induction period for an ECT who works part time

- 2.36. ECTs serving induction on a part-time basis at any point will need to serve the fulltime equivalent (FTE) of two full school years (based on a school year of three terms). Therefore, an ECT working part-time as a 0.5 FTE will need to serve induction for four school years.
- 2.37. It is for the headteacher/principal and appropriate body to decide in each individual case the length of the induction period required which is fair and takes full account of the ECT's working pattern.
- 2.38. In cases where part-time ECTs have completed a period covering but not equivalent to a minimum of two full school years and can demonstrate that they meet the Teachers' Standards they may, taking into account para 2.37 above, be able to have their induction period reduced (see para 3.5 on reductions).

### Reducing the induction period

- 3.2. Even though some teachers already have significant teaching experience when they enter the maintained sector for the first time, they are still required to serve statutory induction. In such cases, 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) to recognise this experience.
- 3.3. In making such a decision they should take account of advice from the headteacher/principal and must gain the agreement of the teacher concerned. If a teacher wishes to serve the full induction period they must be permitted to do so. The appropriate body may wish to consider what evidence of previous experience and performance they require in reaching their decision, including performance management documentation from previous teaching employment. Reductions should only be considered where an ECT has extensive prior experience of teaching whole-classes to the Teachers' Standards. Examples of when this discretion might be considered appropriate include a teacher who has taught in the independent sector or who has gained QTS via the assessment-only route. In all cases, if a reduced induction is considered appropriate when determining the length by which the induction is to be reduced appropriate bodies are expected to consider the remaining progress that is to be made against the Teachers' Standards.
- 3.4. Where the length of induction is reduced to one term, only the final assessment meeting and report (see paras 2.60–2.61) will be required with the headteacher's/principal's recommendation on whether the teacher's performance against the Teachers' Standards is satisfactory or if an extension would be appropriate. The appropriate body will then follow the induction process in the normal way (see paras 2.65–2.73).
- 3.5. Separately, ECTs serving induction on a part-time basis may, on completion of a minimum period covering but not equivalent to two full years, be able to have their induction period reduced. After the minimum period, at the point when enough evidence has been gathered that the ECT's performance against the Teachers' Standards is satisfactory the headteacher/principal may consult with the appropriate body on whether a reduced induction is appropriate. It is for the appropriate body to consider whether to grant a reduction and bring forward the final assessment point. When considering whether to reduce a part-time ECT's induction, the appropriate body is expected to consult the headteacher/principal and must gain the agreement of the teacher concerned. A reduction, in these circumstances, should only be made on the basis that the ECT has met the Teachers' Standards.

## Parental/Carer leave:

- 3.7 ECTs who take statutory maternity leave, statutory paternity leave, statutory adoption leave, shared parental leave, parental bereavement leave or carer's leave while serving their induction period or serving an extension to their induction period may decide whether their induction period should be extended (or further extended) to reflect the number of days absent for this purpose. **Any outstanding assessments should not be made until the ECT returns to work and has had the opportunity to decide whether to extend (or further extend) their induction period, and any such request must be granted.** If an ECT chooses not to extend (or further extend) their induction period, their performance will still be assessed against the Teachers' Standards. It is, therefore, recommended that an ECT in this situation seeks advice before making such a decision.

## APPENDIX B: Application form for reductions



### Application to Reduce the Induction Period: **Application Form**

This form should be completed with reference to the Saffron AB Reductions Guidance and the Statutory Induction Guidance.

**Once complete, this form must be printed, signed by hand, scanned, and returned to the Saffron AB via Kerry Walpole – [KerryWalpole@saffron.academy](mailto:KerryWalpole@saffron.academy)**  
**It cannot be signed electronically.**

The form needs to be completed by the following personnel as indicated:

To be completed by the Induction Tutor
To be completed by the ECT
To be completed by the Headteacher

Name of ECT	
Name of School	
Contracted FTE	
Terms of induction already completed	
Name of Induction Tutor	
Name of Headteacher	

ITT route, name of provider and course dates	
Reason for reduction ( <i>please tick as appropriate</i> )	<input type="checkbox"/> Prior Experience (See Guidance A) <input type="checkbox"/> Part time teacher (See Guidance B)
Proposed end date	

<b>Prior experience</b> Please include below details of all roles to date which involved <b>whole-class teaching of regular classes</b> (i.e., not 'ad-hoc' cover) in line with the Teachers' Standards (where the ECT held responsibility for the planning, teaching, and assessment of classes). Please clearly state the role, start, and end dates and contract (e.g., full time, 0.6 FTE etc.). <i>Please note that cover, lecturing and tutoring do not count.</i>	
<b>Dates of employment:</b>	<b>School, position, responsibilities:</b>

<b>Quality of Teaching Evidence</b> Please include here details of the ECT's practice with clear references to the teachers' Standards. What are the strengths? What are the key areas for development? <i>Evidence needs to be uploaded to ECT manager as outlined in the guidance document.</i>
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<b>Induction Tutor Signature:</b>  <b>Date:</b>

<b>Headteacher's declaration</b> Please provide a summary of your recommendation for this ECT. Include the reasons for which you believe that a reduction is appropriate in this case and is in the best interest of the ECT
<b>Headteacher's Signature:</b>  <b>Date:</b>

**ECT Declaration of understanding**

This form acknowledges my understanding that any successful application to reduce my induction period is subject to the successful meeting of the Teachers' Standards at the approved end point. It also confirms my understanding that once the induction period has ended, I will no longer be in receipt of the ECT entitlements as laid out in the Statutory Induction Guidance document.

The entitlements that I will waive in order to reduce my induction period include:

- ECT additional timetable reduction (10% in Year 1 and 5% in Year 2)
- A named ECT mentor
- Regular mentor meetings (weekly in Year 1 and fortnightly in Year 2).
- A named Induction Tutor

- Access to the ECF curriculum
- A monitoring, support, and assessment programme to track progress against the Teachers' Standards.

I acknowledge that induction does not hinder progress up the pay scale or impact career progression. I am aware that once induction ceases, I will be subject to the employing school's performance management and appraisal processes.

**I confirm that I understand and agree to the above and wish to proceed with the reduction application:**

**ECT Signature:**

**Date:**

#### **ECT Reflection**

Please write below a reflection that outlines what you have learnt regarding T&L pedagogy and practice that you feel will impact your practice moving forward:

#### **ECT Declaration**

Please provide a summary of the reasons for which you believe that a reduction is appropriate and in your best interests:

**ECT Signature:**

**Date:**