



Embrace  
S C I T T



# Deferral & Intercalation

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<b>Versions available at:</b>	Embrace-education.co.uk
<b>Hard copies made available from:</b>	Embrace SCITT (upon request)
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<b>Person(s) Responsible for Review:</b>	Head of SCITT & Operational Leadership Group
<b>Approved by:</b>	Strategic Leadership Group
<b>Adoption date:</b>	February 2024
<b>Signed on behalf of the Strategic Leadership Group:</b>	

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*Ms Angela Holdsworth MBE*

*CEO & Accounting Officer*

## Roles and Responsibilities

The Trust has overall responsibility for the effective operation of this policy. The Strategic Leadership Group is responsible for approving this policy and monitoring its effectiveness. The Strategic Leadership Group is responsible for ensuring that staff are treated fairly and consistently in the application of this policy and procedure.

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

## Introduction

Embrace SCITT understands that trainees may need to delay their training or withdraw from their training due to various reasons. Embrace SCITT 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 an Embrace SCITT training programme is completed in a fair and equitable manner in line with our Equality Policy.

## Deferring a place on the Embrace SCITT 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 Embrace SCITT 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 £300) 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, Embrace SCITT 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, recommencing their training at the same point as their last successful formative assessment as outlined in the tables below:

Decision to Intercalate	Return to Programme following successful assessment	Return to Programme following unsuccessful assessment
Autumn Term 1	Autumn Term 1	Autumn Term 1
Autumn Term 2		
Spring Term 1	Spring Term 1	Autumn Term 1
Spring Term 2		Spring Term 2
Summer Term 1	Summer Term 1	Spring Term 1
Summer Term 2		

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*A Trainee must have successfully completed a phase in order to advance or intercalate to the next phase.*

For example:

Trainee successfully demonstrates sufficient competency of the Induction and Being a Trainee expectations (Half Terms 1-3).	→	Trainee is able to re-enter Becoming a Teacher Phase Phase B (Half Terms 4-6) the following academic year.
Trainee does not sufficiently demonstrate the required competencies and expectations for the Being a Trainee Phase expectations (Half Terms 1-3).	→	Trainee would be required to recommence The Being a Trainee phase (Half Terms 1-3) the following academic year.

Intercalation requests will be considered by the Head of SCITT 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 Embrace 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 Head of SCITT 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 Head of SCITT 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.
- (xii) Requests for intercalation need to be made using the Intercalation Request Form which is available from the SCITT Administrator.

## Grounds for Intercalation

Embrace SCITT 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 Capability procedures
- Trainee has failed to meet the Teacher Standards or the assessment requirements of the programme
- Trainee is under Disciplinary procedures
- Trainee has invoked a Complaints process
- Trainee is under Capability / Fitness to Train 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 Strategic Leadership 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 Head of SCITT will review procedures for annual leave every two years. The policy will be approved by the Strategic Leadership Group.