



Embrace
S C I T T



Withdrawal from Training

Policy Version & Issue Date:	Version 2 – September 2025
Versions available at:	Embracetsh.co.uk
Hard copies made available from:	Embrace SCITT (upon request)
Date of next review:	September 2027
Person(s) Responsible for Review:	Head of SCITT & Operational Leadership Group
Approved by:	Strategic Leadership Group
Adoption date:	December 2023
Signed on behalf of the Strategic Leadership Group:	

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 Trainees 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

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:

- The SCITT Deferral and Intercalation Policy;
- 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 Head of SCITT and/or the relevant Partnership Leader
- Their Lead Mentor

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 Head of SCITT. Please refer to the SCITT Deferral and Intercalation Policy.

The Head of SCITT may impose a deadline by which time a decision must be made by the Trainee. If the Trainee does not notify the Head of SCITT of their intention to remain on their programme, defer or withdraw within the given deadline, the Head of SCITT may determine the appropriate course of action on behalf of the Trainee (which may include the Trainee's withdrawal from the programme). Where this is the case, they will discuss the options with School-Based Mentors, Lead Mentors and Partnership Leaders and notify the Trainee accordingly.

An Exit Interview *may* 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 and SCITT Leaders will need to complete the SCITT Withdrawal Form, available from the SCITT Coordinator.

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 Coordinator will notify the DfE that the trainee has withdrawn from the programme.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

Withdrawal & intercalation from the SCITT programme

When completed please send or deliver this for to the SCITT Coordinator

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

SECTION A – TO BE COMPLETED BY THE STUDENT				
First Name(s)			Last Name:	
Intercalation	Start date:		Last date of attendance:	
	End date:		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:	<ul style="list-style-type: none"> • <i>Include details</i>
Date of exit Interview:	
Names of Interviewees:	

SECTION B – APPROVED BY THE HEAD OF SCITT

I agree to this withdrawal

Head of SCITT	
Signature	

Date	
------	--