



## Deferral Policy

### Rationale

Full attendance at all timetabled sessions is desired by the CTSN SCITT to ensure trainees complete the full training necessary for the recommendation for Qualified Teacher Status (QTS). It is expected that the trainees attend all scheduled sessions in order to maximise their development.

However, the SCITT recognises that there are circumstances when a deferral is the best option for a trainee. Teacher training is an intense programme and extended periods of absence or concerning absence patterns from either in-school or core training will trigger concern and then a meeting with subject lead tutor in secondary and senior tutor in primary. More than 15 days absence will trigger an attendance meeting to discuss any issues and flag that this might result in trainees not having enough evidence of the curriculum strands to pass QTS by the end of the course and those trainees may require an extension or a deferral. Please see Appendix A, the Absence procedure flow chart.

The CTSN SCITT team aim to support trainees in ensuring that they are able to attend and meet the requirements of the programme, but there are circumstances when a trainee may need to defer. When this is the case this deferral policy should be followed.

### Deferrals

Trainees who are considering deferring their studies or withdrawing from the programme should initially discuss this with their senior tutor (primary) / subject lead tutor (secondary) and then with their appropriate hub lead.

It is essential for any trainee who does decide to defer their studies to complete the deferral form (Appendix B). Failure to give written indication of withdrawal or deferral may lead to problems with the Department of Education and student loan regarding repayment of bursary or tuition fees, or to the trainee's right to return to the programme at a later stage.

Deferral of studies with right of return is not granted automatically and any request to defer studies will need to be discussed first with your senior tutor / subject lead tutor who will then refer the request to the hub lead.

Trainees who want to defer will need to complete the following procedure:

1. Initiated a conversation with the senior tutor (primary) / subject lead tutor (secondary).
2. Inform the hub lead in writing of their intention to defer within three working days of meeting with the senior tutor / subject lead tutor.
3. Complete of the deferral form (Appendix B) with the hub lead. This must be formally signed and saved as a PDF and will be sent to the relevant recruitment administrator by the hub lead.
4. Inform the Student Finance England (SFE) of the deferral immediately after the agreed deferral date (which is noted on the signed deferral form).

Upon receiving the signed deferral form, the SCITT staff will ensure the paperwork is completed correctly and inform the Department of Education and Student Finance England of the trainee's deferral. The SCITT hub lead will contact the trainee in the term prior to the return date to confirm details of the programme and placement.

### Timing of deferral

For full-time trainees, deferrals are usually allowed for up to one year, and so a trainee will complete in the following academic year. (NB should a trainee request more than one deferment, this time restriction applies across the multiple deferrals.) Occasionally longer deferrals may be considered, but no further than completion in the second academic year after the original course completion date.

For part-time trainees, deferrals are usually allowed for up to one year, and so a trainee will complete in the academic year following the original end of the programme. (NB should a trainee request more than one deferment, this time restriction applies across the multiple deferrals.) Occasionally longer deferrals may be allowed, but no further than completion in the third academic year after the original course completion date.

Trainees must ensure that a return from deferral allows them the opportunity to attend all core training sessions, as a trainee must have the opportunity to study the whole curriculum, in the correct sequence, before gaining Qualified Teacher Status. This means that a trainee who defers will need to return at a date no more than one year ahead of the original deferral; although it may be possible to catch up two or three weeks, longer gaps in the curriculum will become problematic. In practice it is often most helpful for a trainee to return from deferral at the beginning of the term in which the original deferral occurred, although if a trainee had completed a whole term's curriculum, then it might be possible to return at the beginning of the following term in the next academic year.

### Costs of deferral

When a trainee defers the SCITT has incurred costs. If a trainee defers to return in a different academic year, the SCITT will need employ a tutor for two years. The tutors are engaged for a full academic year once a trainee accepts a place on the programme. Therefore, the SCITT cannot recoup this cost and it will need to be passed on to the trainee, along with a small contribution towards admin costs for each additional term. *[This is why the part-time course, which involves an extra academic year, ie three additional terms, is £1,750 more expensive than the full-time course.]*

For each additional academic year, or part thereof, for which a trainee is expected to be in attendance, the charge for deferral is £1,000.

For each additional term, or part thereof, for which a trainee is planning to be in attendance, the charge for deferral is £250.

These charges are calculated at the beginning of the deferral, based on the planned date of return, and should be paid on the point of deferral. Extending the deferral would incur further charges at the point at which it was extended.

In exceptional circumstances this charge may be waived. This will be at the discretion of the phase director.

Please note, that a trainee who has deferred then subsequently withdraws from the programme, would be liable for the fees (as listed below) from the deferral date. In addition, unless the withdrawal notification is received before 1<sup>st</sup> June in the academic year of the course commenced the deferral charge will still apply.

### Returning from deferral

When a trainee is due to return from a deferral they should confirm the date of their return no less than two months (excluding school holidays) before the return date on the deferral form. This is to ensure SCITT administration team has time to complete any safeguarding checks and / or occupational health check that may need to be updated and make arrangements with the placements.

The Return from deferral form (Appendix C) should be completed and signed.

### Withdrawals

If a trainee defers but then does not return, the date of withdrawal will be taken as the date of the original deferral. Any course fees liable at the time of the deferral will be charged (*see below*). In addition, unless the

withdrawal notification is received before 1<sup>st</sup> June in the academic year of the course commenced the deferral charge will still apply.

Please be aware that if a trainee withdraw from the programme, they have no right of return; and if a trainee withdraws or is withdrawn from the course, they will be liable for fees as follows:

- Withdrawal from 1<sup>st</sup> September to 30<sup>th</sup> November – 50% of the full year's tuition fee.
- Withdrawal from 1<sup>st</sup> December to 28<sup>th</sup> February – 75% of the full year's tuition fee.
- Withdrawal on or after 1<sup>st</sup> March – 100% of the full year's tuition fee.

Liability of fees for non-completion of the course is applicable to ALL non-salaried trainees regardless of whether you are self-funded or have a student loan.

Salaried trainees are required to submit their resignation to the school on the same day as withdrawal from the SCITT

Salaried placement (trainees' employing) schools are liable for course fees as follows:

- Withdrawal from 1<sup>st</sup> September to 30<sup>th</sup> November – 50% of the full year's tuition fee
- Withdrawal from 1<sup>st</sup> December to 28<sup>th</sup> February 75% – 75% of the full year's tuition fee
- Withdrawal on or after 1<sup>st</sup> March – 75% of the full year's tuition fee

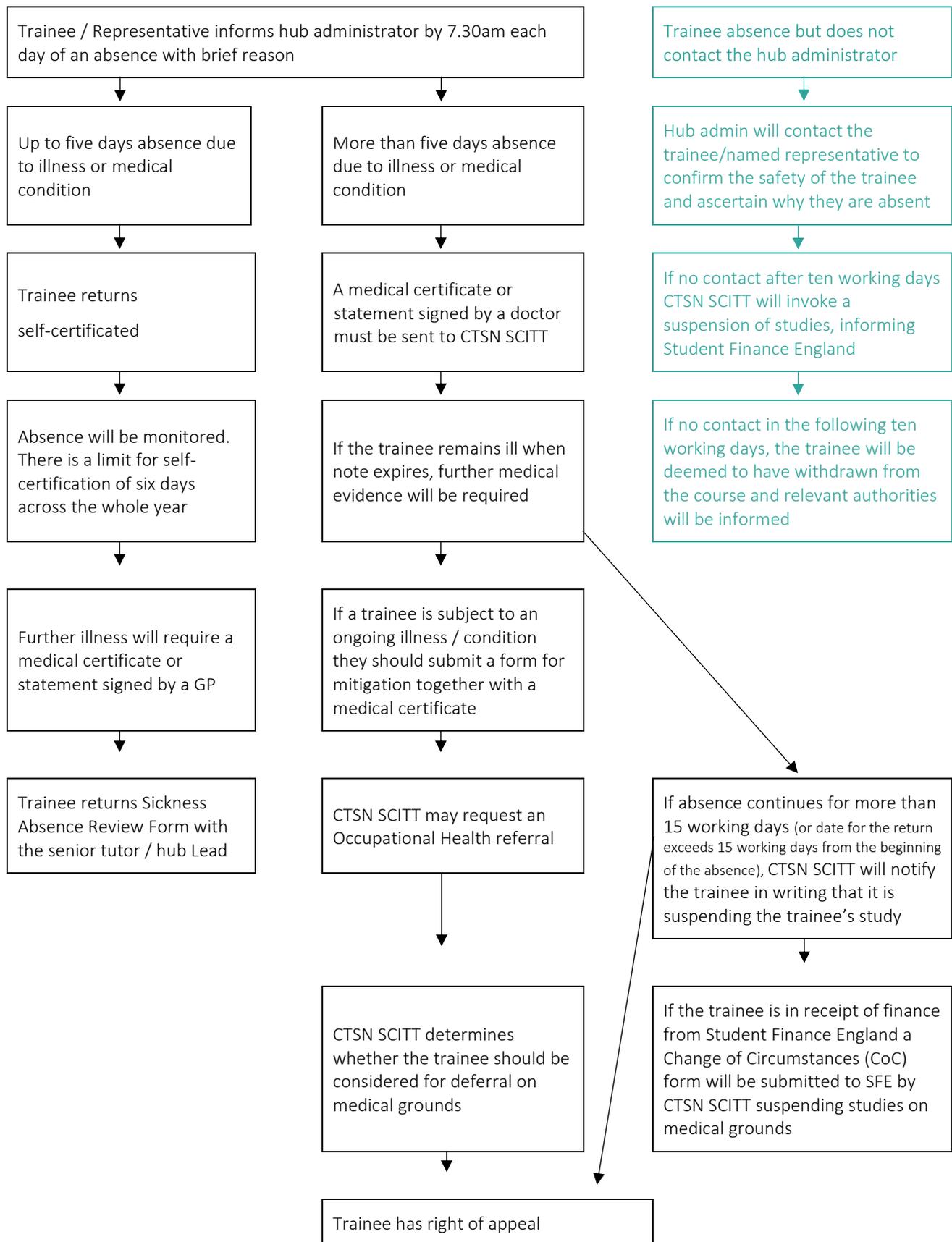
This policy should be read in conjunction with the CTSN SCITT's:

- Absence Policy
- Discipline Policy
- Equality and Diversity Policy
- Reasonable Adjustment Policy
- Well-being Policy

This Deferral Policy will be reviewed every two years.

Policy review date: Autumn Term 2024 (Currently being reviewed)

## Appendix A - Absence Procedures Flowchart



If a trainee withdraws or is withdrawn from the course, they will be liable for fees as follows:

- Withdrawal from 1st September to 30<sup>th</sup> November – 50% of the full year's tuition fee.
- Withdrawal from 1st December to 28<sup>th</sup> February – 75% of the full year's tuition fee.
- Withdrawal on or after 1<sup>st</sup> March – 100% of the full year's tuition fee.

Liability of fees for non-completion of the course is applicable to ALL non-salaried trainees regardless of whether you are self-funded or have a student loan.

## Appendix B – Deferral form



### Cambridge Training School Network, CTSN SCITT

#### Deferral Form

Candidate's name:	Primary	Secondary
Programme (Please delete as appropriate)	School Direct SCITT – Non-salaried full-time School Direct SCITT – Non-salaried part-time School Direct SCITT – Salaried full-time School Direct SCITT – Salaried part-time	
Date of start of programme		
Number of school placement days attended		
Commencement date of deferral		
Finished on curriculum block (Please enter the block number)		
Planned return date The deferral cannot authorised unless we have a confirmed return date This date is usually within 12 months of the date deferred		
<p>You may only defer in exceptional circumstances, for example maternity/paternity leave, long term illness or family bereavement. Each case is considered on its own merits; however, you are advised that work pressure is not normally considered to be sufficient grounds for deferral by the CTSN SCITT.</p> <p>Please provide your reason for deferral:</p>		
<p>For each additional academic year, or part thereof, for which a trainee is expected to be in attendance, the charge for deferral is £1,000.</p> <p>For each additional term, or part thereof, for which a trainee is planning to be in attendance, the charge for deferral is £250.</p> <p>If a trainee subsequently withdraws or is withdrawn from the course, they will be liable for fees as follows:</p> <ul style="list-style-type: none"> <li>- Withdrawal from 1st September to 30<sup>th</sup> November – 50% of the full year's tuition fee.</li> <li>- Withdrawal from 1st December to 28<sup>th</sup> February – 75% of the full year's tuition fee.</li> <li>- Withdrawal on or after 1<sup>st</sup> March – 100% of the full year's tuition fee.</li> </ul> <p>Liability of fees for non-completion of the course is applicable to ALL non-salaried trainees regardless of whether you are self-funded or have a student loan. The withdrawal date will be backed to the date of the deferral.</p>		

CTSN SCITT Senior / Subject Lead Tutor  
Name:

CTSN SCITT Trainee  
Name:

Signature:

Signature:

Date:

Cambridge Training School Network, CTSN SCITT  
The Cam Academy Trust, West Street, Comberton, Cambridge, CB23 7DU  
Tel: 01223 262503 Email: [scitt@catrust.co.uk](mailto:scitt@catrust.co.uk)

*CTSN SCITT is committed to safeguarding and promoting the welfare of children and young people.  
We expect all staff and trainees to share this commitment.*

## Appendix C – Return from deferral form



### Cambridge Training School Network, CTSN SCITT

#### Return from deferral form

Candidate name	Primary	Secondary
Programme (Please delete as appropriate)	School Direct SCITT – Non-salaried full-time School Direct SCITT – Non-salaried part-time School Direct SCITT – Salaried full-time School Direct SCITT – Salaried part-time	
Date of start of programme		
School placement days attended		
Commencement date of deferral		
Finished on curriculum block (Please enter the block number)		
Date of return from deferral		
New course end date		
Comments		

CTSN SCITT Senior / Subject Lead Tutor  
Name:

CTSN SCITT Trainee  
Name:

Signature:

Signature:

Date:

Cambridge Training School Network, CTSN SCITT  
 The Cam Academy Trust, Comberton Village College  
 West Street, Comberton, Cambridge, CB23 7DU  
 Tel: 01223 262503  
 Email: [scitt@catrust.co.uk](mailto:scitt@catrust.co.uk)

*CTSN SCITT is committed to safeguarding and promoting the welfare of children and young people.  
 We expect all staff and trainees to share this commitment.*