

Deferral and Interruption of Studies Policy



1. Deferring a place on the The Coventry SCITT programme

1.1 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 SCITT and places cannot be guaranteed should their chosen course not run the following year. Applicants should understand this risk before deferring their place

1.2 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.

1.3 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.

2. Interruption of Studies

2.1 Trainees who are unable to continue their studies for personal, family or health reasons can request an interruption of studies from the programme. This would involve suspending their training and returning to the programme at a later date, 12 months later.

2.2 An interruption of studies refers to a formal, temporary break from the teacher training programme, granted in exceptional circumstances such as serious health issues, personal matters, or other unforeseen commitments that significantly impact a trainee's ability to continue.

2.3 Requesting an interruption of studies:

- Trainees must submit a formal request in writing, using the form <https://forms.gle/PBUfyuJ5atAc1tQv9> outlining the reasons for interruption and providing any necessary supporting evidence.
- Each request will be considered on a case-by-case basis by the leadership team, in line with regulatory and accrediting body requirements.
- Approval of interruption is not automatic and will depend on the trainee's circumstances, progress, and the feasibility of returning to the programme at a later date.
- Once completion of the course has been deferred, this is considered an interruption of studies from the course and any bursary payments will be halted until the trainee has returned to the course.

2.4 During the Interruption Period:

- Trainees on interruption are not actively engaged in school placements or training sessions.
- Regular communication with the SCITT team may be required to discuss potential return dates and any conditions for resumption.

2.5 Returning to Training:

- The return date and reintegration plan will be determined in consultation with the SCITT team.

- Trainees must also provide 4 weeks (excluding school holiday period) notice of when they wish to
- resume their studies.
- Trainees must meet any conditions set for their return, such as refresher training or updated documentation.
- If a trainee does not return within the agreed timeframe, they may need to reapply for a future training cohort.

2.6 The following considerations apply:

- It may not be possible to return to the same placement school.
- 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.
- Interruption may not be possible if changes to SCITT subject/phase allocations are anticipated or occur in the following year.
- It may not be possible to return if for whatever reason we are unable to find the returning trainee at a placement school to continue their training. In the event of this occurring, returning trainees will be notified in writing of the decision.
- There will be implications for finance – please refer to The Coventry SCITT tuition Fee Policy.
- There will be implications for future employment if the trainee has already secured an ECT post for the following year.
- For the PGCE there will be a separate university interruption procedure.
- Trainees who interrupt will need to inform the SCITT Director if they decide to withdraw from the programme rather than return.
- Trainees who are scheduled to return from an interruption will be required to attend an interview with the SCITT Director at least one month prior to return and will be expected to keep in occasional contact during the interruption period.
- An Occupational Health assessment may be needed before training can recommence.
- Trainees will be required to undertake and pay for a new DBS and online checks prior to restarting the programme.
- Trainees will be required to complete safeguarding training before restarting the programme.
- Deferring a teacher training programme for a second time is not permitted, and we only allow for a single deferral, especially in cases where there are extenuating circumstances like illness. After a single deferral, any further deferrals are not granted, as they can disrupt the structure and timelines of the training programme.
- However, there may be exceptions in some cases, such as if the trainee has a serious medical condition or other significant personal issues that justify a further delay. In those cases, the provider may consider other options, such as offering alternative pathways, but this would depend on the provider's discretion.

2.7 Requests for an interruption of studies need to be made using the Interruption of Studies Request Form which is available from the SCITT Administrator.

3. Grounds for Interruption of Studies

The Coventry SCITT reserves the right to decide whether there are reasonable grounds for an interruption of studies request and the right to refuse the request at its absolute discretion.

Interruption will not be permitted on the following, but not exclusive, grounds:

- Trainee is under Cause for Concern or At Risk procedures
- Trainee has failed to meet the Teacher Standards
- Trainee is under Disciplinary procedures
- Trainee has invoked a Complaints process
- Trainee is under Fitness to Practice procedures

4. 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 SCITT Steering Group, Accounting Officer (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.

Reviewed by Claire Turpin

CEO of the Sidney Stringer Multi Academy Trust

March 2025

A handwritten signature in black ink, appearing to read 'CTurpin'.