



## Contents:

**Late registrations of ECTs & purchasing the appropriate body service**  
**Absence of an ECT - jury service or participating in a strike action**  
**Putting in place additional monitoring and support for struggling ECTs**  
**Observation of the ECT's teaching practice**  
**General guidance regarding maternity queries**  
**ECT induction documentation**

## Late registrations of ECTs

You can claim teachers from the day that they were registered with yourselves. However, if they were not registered with you then you cannot back date. Our colleagues in policy have confirmed this, you do however have the option to reduce the induction period, it is at your discretion. If there is a decision to reduce the period, you should ensure this is noted on progress reviews / assessment forms so that any future ABs are aware.

For more details on start date for induction, please refer to paragraphs 2.11- 2.12 of the [statutory induction guidance](#).

Please remember to **purchase the Appropriate Body Service on WF Online:**

The ECT Induction AB Service is a Traded Service and **each ECT** must be **purchased annually** (Year 1 and Year 2 cohort ECTs) via WF Traded Services Online. It is usually the School Business Manager and/or finance person that will purchase the service for the school.

Click on the link: <http://wftradedservices.uk> this will show how to sign up or login, all the traded services will be seen, **click on ECT Induction Service**, then it will direct you to “Buy Now”, click that and it **will show the options available to purchase: annual (3 terms per year), termly (1 or 2 terms), fidelity checks (for schools deliver their own training using DfE accredited materials and resources).** **Schools must check that they have purchased the service.** outstanding purchases will be added to your shopping basket, even if an ECT has left your school/college, you will be charged for all ECTs that started induction. Please email [sylvia.harper@walthamforest.gov.uk](mailto:sylvia.harper@walthamforest.gov.uk) or the traded service team if you are experiencing problems with purchasing: WF Traded Services email [wftradedservices@walthamforest.gov.uk](mailto:wftradedservices@walthamforest.gov.uk)

## Absence of an ECT

1. Please be aware that **if an ECT's absences exceed to more than 29.5 days, their induction period is automatically extended.** See Statutory Guidance para. 3.6 below.  
[3.6 The induction period is automatically extended prior to completion when an ECT's absences per year of induction \(or equivalent for part-time teachers\) total 30 days or more \(with the exception of statutory maternity leave, statutory paternity leave, shared parental leave, statutory adoption leave, or parental bereavement leave \(see para 3.7\). In these circumstances the induction period must be extended by the aggregate total of days absent. If the ECT is unable to serve the extension in the same school/institution, the minimum period of employment of one term or equivalent must be served in a new school/institution.](#)

2. Unusual absences such as **jury service** or participating in a **strike action** count as normal absence.

We asked TRA about absences due to a strike action or jury service. Below is what they have said about a strike action (they have said the same about jury service):

*'If the ECT is absent for more than 30 days, then the induction period must be automatically extended unless the exceptions set out in section 3.7 of the Statutory Induction Guidance apply. Strike action is not referred to as an exception and so this absence will count towards the absence total'.*

### 3. **Advice regarding the upcoming teacher strikes and ECT absences**

The proposed strike days that will affect schools in Waltham Forest are:

Wednesday 1 February 2023; Thursday 2 March 2023; Wednesday 15 March 2023 and Thursday 16 March 2023 (Only NEU members are being called upon to take strike action).

You may need to discuss ECTs that have nearly reached the 30-day limit with your headteacher. Also, it will be helpful to make these ECTs aware of the absence regulations, so they are well informed.

4. Please inform the appropriate body ([sylvia.harper@walthamforest.gov.uk](mailto:sylvia.harper@walthamforest.gov.uk)) if an ECT's absences reach 30 days.

See Statutory Guidance para 5.4 (fourth bullet)

*The headteacher/principal is expected to:*

*'notify the appropriate body as soon as absences total 30 days or more'*

And the last bullet refers to those ECTs leaving the institution:

*'notify the appropriate body when an ECT serving induction leaves the institution'*

You will need to tell us the exact day when the ECT is leaving as we need to update their records with the Teaching Regulation Agency (TRA).

5. In all cases, **absence must be recorded on the ECT manager** when you complete termly progress reviews or assessment reports.

### **Putting in place additional monitoring and support for struggling ECTs**

A suitable monitoring and support programme must be put in place for the ECT, structured to meet their professional development needs (including the development needs of part-time ECTs) – paragraph 2.38 [statutory induction guidance](#).

It is beholden on the school with an ECT undergoing an induction to identify and provide any additional support the teacher requires as soon as possible and outline it in a support plan. It is important that the ECT is made aware of where they need to improve their practice and given every opportunity to raise their performance.

This action is usually taken during the first progress review. The support plan is in line with the statutory requirements regarding additional monitoring and support as stated in the statutory guidance paragraphs 4.1 (what happens in the first instance) and 4.2 -4.3 (next steps). If the desired progress is not made in the agreed time, eg by the next progress review point, then further and more focussed support should be provided and the plan updated.

Where there are still concerns about the ECT's progress between formal assessment one and two the induction tutor should explain to the ECT the consequences of failure to complete the

induction period satisfactorily and discuss fully with the ECT evidence used to inform the judgement. The ECT is likely to involve their Union for further advice at this stage. Please refer to the statutory guidance para 4.1 – 4.10 (pages 32-33) [statutory induction guidance](#).

## **Observation of the ECT's teaching practice**

Schools have asked about the number of observations an ECT may have during a term.

**Formal observation of an ECT's teaching is a statutory requirement.**

See Statutory Guidance para. 2.44 below:

An ECT's teaching is expected to be observed at [regular intervals](#) throughout their induction period to facilitate a fair and effective assessment of the ECT's teaching practice, conduct and efficiency against the Teachers' Standards. Observations of the ECT may be undertaken [by the induction tutor or another suitable person](#) from inside or outside the institution.

Please note the guidance states 'at regular intervals' so one per term is not sufficient. Induction tutors should ensure that they plan at least 2 observations per term. In a few cases, induction tutor may judge that would be necessary an additional observation for example when an ECT does not perform well at a formal lesson observation well (for example, due to a personal issue etc.) to give them a fair opportunity to perform better.

Also, please note that the above regulation (2.44) applies to the entire induction period.

## **Observations carried out by the mentor**

Most ECF programmes require the mentor to conduct lesson observations for their ECT. These observations aid the coaching process of the ECT and are not used for assessment purposes. Please look at your provider guidelines for more information.

## **General guidance regarding maternity queries**

Please see below with regards to relevant schools and refer to paragraph 3.7 of the [statutory induction guidance](#):

If upon the ECT's return from maternity, they **choose to extend** their induction then they should have their induction period extended by the total period of their absence. Any remaining assessments will also be moved forward by the total period of their absence.

If upon the ECT's return from maternity, they **choose not to extend** their induction then induction should be resumed as if they had not been on maternity leave. The timing and date of any outstanding assessment should be agreed with the ECT with the overall aim of ensuring that the ECT is kept up to date on their progress and performance. By the end of the induction period, there should be formal assessment reports completed for both formal assessments clearly showing the ECT's performance against the Teachers' Standards at the time of the assessments.

With regard to **completing an interim assessment**, interim assessments are reserved for when an ECT leaves post. An ECT taking maternity leave remains employed throughout their leave and as such does not fall under this category. A written record of each progress review is expected to be retained and made available for future reference in the event that an interim assessment does become necessary.

For more details about the information contained in progress reviews please refer to paragraph 2.49 of the [statutory induction guidance](#).

## ECT induction documentation

Schools have asked what documents are required to upload on the ECT manager.

Induction tutors are required to **complete online (ECT manager)**: a progress review form (in term 1, 2, 4 and 5) and an assessment form (in terms 3 and 6). For ECTs leaving after one term or more but mid-way through the term, the induction tutor must complete an interim report (Statutory Guidance para 2.58).

Where the induction tutor believes the ECT is not making satisfactory progress it is expected they outline the plan they have put in place to assist the ECT in getting back on track (Statutory Guidance para 2.51).

Please ensure to give a copy of all progress review forms and assessment forms to your ECTs (Statutory Guidance para 2.51 – 2.52).

### The next update

In the next update, we will be providing information on the new AB reforms 2023.

- From September 2024 Teaching School Hubs (TSHs) will become the main provider of AB services (except for specialist ABs for some independent and overseas schools)
- Local authorities (LAs) will withdraw from their AB role in two stages:
  - From September 2023 they will not take on any new ECTs.
  - From September 2024 they will cease operating as ABs.

**The intention of this two-stage withdrawal for LAs from AB services is to avoid disruption and allow the majority of ECTs who began induction in September 2022 to complete their induction without needing to transfer to a new AB mid-induction.**

### Deadlines to put in your diary for full time first and second year ECTs



Period	Start of ECT term -full time	End of ECT term -full time	Earliest Assessment submission date from
<b>Autumn Term</b>			
Term 1 & 4	1 September 2022	19 December 2022	12 December 2022
Half Term	<b>24 - 28 October 2022</b>	<b>(72 days)</b>	<b>Progress Review</b>
<b>Spring Term</b>			
Term 2 & 5	3 January 2023	3 April 2023	27 March 2023
Half Term	<b>13 - 17 February 2023</b>	<b>(59 days)</b>	<b>Progress Review</b>
<b>Summer Term</b>			
Term 3 & 6	17 April 2023	24 July 2023	17 July 2023
Half Term	<b>29 May – 2 June 2023</b>	<b>(64 days)</b>	<b>Formal Assessment</b>

**For queries on the content of this bulletin, please contact:**

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