

**EARLY CAREER TEACHER (ECT) LEAVER FORM**

Please complete this form if an ECT leaves your school prior to the successful completion of the ECT induction period. On receipt of this form we (the Appropriate Body) will inform the Teaching Regulation Agency (TRA) that the ECT has left their post and record the number of induction terms completed on the national database.

N.B. If your ECT is enrolled on a DfE funded Early Career Framework (ECF) professional development programme you should also contact your ECF delivery partner to notify them that your ECT is leaving the school.

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| **School/Academy** |  |
| **ECT Name** |  |
| **Teacher Reference Number** |  |
| **Date of Birth** |  |
| **Leaving date** |  |
| **Reason for leaving** |  |
| **Absences during induction so far** (as recorded on progress reports and assessment reports) |  |

Is your ECT moving to another school to complete their ECT induction? Yes No Unknown

If yes, please provide:

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| **School/Academy** |  |
| **Address** |  |
| **New Appropriate Body**  *(if known)* |  |

*Please note assessment reports will be copied to the new Appropriate Body/School on request.*

Signed…………………………………………..Headteacher/Principal Date ……………..

Please return completed information as soon as possible to: [ab@cptshn.co.uk](mailto:ab@cptshn.co.uk)

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| Cambridgeshire & Peterborough Teaching School Hub collect and use personal information in line with our requirements/responsibilities as an Appropriate Body for the purposes of ECT induction. Personal information will only be accessed and processed by authorised personnel who are directly involved in the management and administration of ECT induction and have a legitimate need to access the information.  Schools/Academies should advise the Early Career Teacher that details supplied on this form will be held by CPTSH ECT Induction Service for monitoring purposes. Some details will be disclosed to the DfE and Teaching Regulation Agency and may be disclosed to other organisations in order to comply with statutory requirements.  The personal details will be safeguarded and will not be divulged to any other individuals or organisations for any other purposes. |