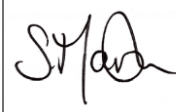


ITT (Initial Teacher Training) Withdrawal Policy

Owner and version control

Responsibility:	ITT Programme Director	Date doc. created:	27/03/2023
Print name sign off:	Sian Marsh	Last review date of doc:	April 2026
Signature:		Next review date:	April 2027

Introduction

This policy should be read in conjunction with the BPN (Best Practice Network) ITT [Deferral Policy](#) and Trainee Learner Agreements*.

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.

*Trainee Learner Agreement will have been signed when the offer of an ITT place was made.

Trainees have several sources of support they can access to gain this advice:

- The BPN Head of EYITT/Primary ITT/Secondary ITT
- A BPN Lead Tutor
- Personal Tutor
- Their school/setting mentors

Withdrawal Process

If trainees decide to withdraw rather than defer, or they have already deferred and decide they are not fit to return to the programme, they need to notify teach@bestpracticenet.co.uk

An Exit Interview will take place (which could be by telephone, Teams etc) to establish the reasons for withdrawal. Trainees will need to complete the [BPN Withdrawal Form](#). Trainees will need to return any school and ITT equipment before they can withdraw. Trainees will be notified about what will happen regarding any tuition fees and bursaries. Please refer to the [BPN Tuition Fee policy](#).

BPN will notify the DfE (Department for Education) via the Register that the trainee has withdrawn from the programme. For EYITT and Secondary ITT candidates this will also trigger withdrawal of DfE funding via the incentive, grant, or bursary payments.

BPN is also required to notify the Student Loan Company (Primary/Secondary Fee- Funded).

Any students who receive reduced or exempted council tax are responsible for informing their council of their change in status on the programme.

EYITT trainees who withdraw from their programme may not be eligible for a funded place in the future.