


# ITT Withdrawal Policy

## Owner and version control

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## Introduction

This policy should be read in conjunction with the BPN 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.

\*\*If you are an apprentice, please refer to the [apprenticeship handbook](#) and discuss your next steps with your Apprenticeship Tutor.

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

- The BPN Head of EYITT/Primary 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](mailto: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BPN will notify the DfE that the trainee has withdrawn from the programme. BPN is also required to notify the Student Loan Company (Primary Fee.

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