

NPQ Deferrals & Engagement Process

Whilst we expect you to complete your NPQ programme, including submission of assessment, with the cohort to which you were accepted, we understand that there may be exceptional and extenuating circumstances which may impact your ability to do so. In these circumstances, we want to support you to successfully complete your programme and to submit the assessment. In these instances, this may include the offer of a deferral. A deferral is an opportunity to pause your study and return at an agreed future date.

Examples of circumstances where a deferral may be offered include (but are not limited to):

- Illness and/or health-related issues and leaves of absence which impact the individual's ability to fully engage with and complete the programme of study;
- Maternity, paternity, shared parental, adoption or parental leave;
- Bereavement or changes to personal circumstances which impact the individual's ability to fully engage with and complete the programme of study;
- Any other change or occurrence which is out of their control, and which could not have been foreseen or planned for, and which may impact the individual's ability to fully engage with and complete the programme of study.

What is not considered a reason for deferral?

A participant being 'too busy' is not an acceptable reason for a deferral –there should be an unforeseen circumstance, or a change or occurrence which is out of their control in order for a deferral request to be accepted.

Deferral NPQ Programme Requests

All programme deferral requests need to be approved by the team at John Taylor Teaching School Hub and are conditional on receipt of a completed and digitally signed Deferral Approval Form (Appendix A) from a member of your school's senior leadership team or head teacher. The application form will be processed by JTTSH's NPQ team within seven working days of receipt and both participant and the school's senior leadership team or headteacher will be contacted with the outcome. To locate the application form, please click [here](#) or contact Jeanette Taylor-Perks at j.taylor-perks@jths.co.uk.

Deferral NPQ Assessment Requests

To be entered for an Ambition NPQ assessment, the participant must complete 90% of the NPQ programme by an arranged deadline which will be communicated to all participants in advance. The circumstances listed above also apply for assessment deferrals. Please contact j.taylor-perks@jths.co.uk with all assessment deferral requests, giving as much information as possible. These requests are sent to Ambition for approval and are not within the remit of John Taylor Teaching School Hub.

Deferral Timing

We understand that education can be an unpredictable sector, and that life outside of work can be just as unforeseen. However, where possible, we would ask that any deferral request come to us at the earliest possible time during the programme. Leaving a deferral request until the end of your programme may be too late to action.

Engagement

Over course of the programme, John Taylor Teaching School Hub may contact participants regarding their level of engagement on their NPQ programme. If participants fail to reach 90% engagement criteria for assessment by the agreed deadline, they will automatically lose one opportunity to submit their assessment and will have one opportunity remaining. Participants will then be entered into the next available assessment window for their final opportunity.

It is very important that we hold the most up to date contact details for each participant so communication can be maintained.

If you wish your NPQ programme to be deferred, please complete the application form below and email this to Jeanette- j.taylor-perks@jths.co.uk.