

Process for the transition of Appropriate Body services from Bradford LA to another Appropriate Body

Bradford Local Authority will cease to act as an Appropriate Body (AB) for ECT Induction from 1 September 2023.

In order to ensure a smooth and efficient transition of ECTs from our service to another AB we have created this booklet of information. ECT Manager will undertake most of the transfer process, but there are other things for schools to consider depending on their circumstances. Please refer to the sections which are relevant to your current situation regarding ECTs.

Please note, access to Bradford's section of ECT Manager will cease on 31 August 2023.

In the summer, all schools regardless of whether they use Bradford as the AB will be sent a zip file of historic assessment forms and progress reviews which schools should keep in accordance with normal GDPR regulations.

Should you have further questions after reading this document, please contact Michael Garside who will be happy to try to help.

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Please check all of the scenarios below and take note of the information pertinent to your own circumstances

Schools which currently use Bradford LA as the Appropriate Body for ECT Induction

1. Do you have ECTs who will be continuing their induction with you in September 2023?

[Go to Section A](#)

2. Do you have ECTs who have completed six terms but have to undertake an extension to their induction in the autumn term 2023 due to the number of absences they have accrued?

[Go to Section B](#)

3. Do you have part-time ECTs who will not have finished a full term of induction by July 2023 but are staying with you into the autumn term in order to do so; or who are leaving and going to another school or are yet to find a new post?

[Go to Section C](#)

4. Do you have any ECTs who are currently on hold with their induction due to exceptional circumstances and who are likely to remain so in September 2023 – e.g. maternity leave?

[Go to Section D](#)

5. Have you appointed new ECTs who will start their induction with you in September 2023, but you currently have none registered?

[Go to Section E](#)

6. Do you have ECTs at the moment, but will not have any in September 2023?

[Go to Section F](#)

Schools which already use another Appropriate Body for ECT induction instead of Bradford LA

[Go to Section G](#)

Section A

Schools which currently use Bradford LA as the Appropriate Body and will have ECTs who are continuing their induction in September 2023

In June, we will be asking all schools with continuing ECTs which Appropriate Body (AB) they will choose to use from September 2023. **This is expected by the DfE to be the local Teaching School Hub.** In a small number of cases, some Multi Academy Trusts which cross authority borders may use a different geographical TSH based on the location of the majority of their schools.

Once all assessment forms and progress reviews for the summer term have been processed, we will inform ECT Manager that we wish to migrate continuing ECTs to a new AB. If that AB uses ECT Manager (and most already do) then the ECTs' records will simply transfer across. This will include copies of all of their previous progress reviews and assessments. Any ECT documents will also migrate over, as long as they are not marked as private.

If the school does not exist on the list of schools at the new AB, all school information and users will migrate to the new AB, including the Head, Induction Leads and Tutors that have ECTs assigned to them. School documents (as long as not private) will also migrate.

If the school already exists, only additional information will migrate over to the new AB i.e. if the tutor hasn't been registered yet, they will migrate.

It is highly recommended that all schools take some time before July to do a little housekeeping on the list of tutors on ECT Manager and delete any which are not going to need migrating to the new AB.

We will request this migration. Schools do not need to do this. Permission to share such data is covered by our GDPR policy which can be found on BSO and ECT Manager.

Once the migration request has been sent, the new AB will authorise the incoming migration request.

Access to ECT Manager will cease for all schools from 31 August 2023.

During the summer holidays, **all** schools' induction co-ordinators or Headteachers (regardless whether they currently use Bradford as the AB or have registered ECTs) will be sent a zip file containing PDFs of all ECT assessment forms and progress reviews since 2016 and they should keep these, even if the ECT has left, in line with their other personnel files and GDPR regulations.

So in short, we do all the work for you. All we will require is the name of your new AB. This request will be sent out in June but there is nothing wrong with you making contact with your chosen AB in advance to check their processes and how they will support you. It will also give them a chance to get you on their books ready for transfer.

Local TSH for Bradford – [Exceed Teaching School Hub](#)

[Find an Appropriate Body](#)

[Return to scenarios page](#)

Section B

ECTs who have completed six terms but have to undertake an extension to their induction in the autumn term 2023 due to the number of absences they have accrued

If your ECT has exceeded the permitted 29 days' absence in year 1 or 2 of their induction and are staying with you, they are required to undertake a pre-completion extension made up of the total number of days missed in the relevant academic year. Your new Appropriate Body will be made aware of any of these cases so that they can monitor the progress of these ECTs. The end date of the term's assessment (term 3 or term 6) will be updated in line with statutory guidance. Any subsequent terms will then be slightly out of line with normal term dates depending on the length of the extension. This is not negotiable and so must take place in these very few cases.

If your ECT has accrued more than 29 days' absence in an academic year and is leaving you in July, then they will have to undertake a minimum of a term of induction in any new school regardless of the number of days they have missed. If the number they have accrued is more than a term (approximately 65 days – very rare cases) then they will have to complete the full number of days missed in the extension over and above an academic term. Paragraph 3.6 in the Induction Guidance explains these cases.

You are advised to discuss these cases with your new AB as soon as possible so that everyone is clear on what support and action is required. We are happy to help with these discussions.

[Return to scenarios page](#)

Section C

Part-time ECTs who will not have finished a full term of induction by July 2023 but are staying at the same school into the autumn term in order to do so; or who are leaving and going to another school or are yet to find a new post

If your ECT is part-time and staying with you beyond September 2023, then their information will be migrated to your new chosen Appropriate Body as in Section A. There will be no impact on dates of progress reviews or assessment forms which are due.

If your ECT is leaving part way through a term of induction which is not yet completed, you will need to let us know and then complete an interim assessment form in the summer term.

These ECTs will not be migrated, even if they are going to a school which uses your new AB as well, as they are considered “leavers” not “continuing”.

When they go, they should ensure they have PDF copies of any forms which have been completed so that they can pass them on to their next school.

[Return to scenarios page](#)

Section D

ECTs whose induction is currently on hold due to exceptional circumstances and who are likely to remain absent in September 2023 – e.g. maternity leave

If your ECT is on hold and staying with you beyond September 2023, then their information will be migrated to your new chosen Appropriate Body as in Section A. There will be no impact on dates of progress reviews or assessment forms which are due. Your new AB will be informed of any such cases which they are inheriting, however you are advised to discuss these cases with your new AB as soon as possible, so that everyone is clear on what support and action is required. We are happy to help with these discussions.

[Return to scenarios page](#)

Section E

Schools which have appointed new ECTs who will start their induction in September 2023, but currently have none registered

School co-ordinators/Headteachers should consider which Appropriate Body (AB) they wish to use and make contact with that AB in advance in order to ensure they are on any necessary systems. **This is expected by the DfE to be the local Teaching School Hub.** In a small number of cases, some Multi Academy Trusts which cross authority borders may use a different geographical Teaching School Hub based on the location of the majority of their schools. Schools should take advice on this from their Trust prior to ECTs being registered.

Local TSH for Bradford – [Exceed Teaching School Hub](#)

[Find an Appropriate Body](#)

[Return to scenarios page](#)

Section F

Schools which have ECTs registered with Bradford LA Appropriate Body (AB) in summer 2023, but will not have any in September 2023.

Your ECT(s) will be processed and signed off by Bradford AB and the TRA will be informed of their pass or that they have left the school.

Each ECT receives an email from Bradford confirming their pass and explaining how to access their induction certificate from the [Teacher Self Service portal](#).

The ECT(s) should ensure they have a copy of all assessment forms and progress reviews saved as PDFs from ECT Manager as soon as possible after their form is submitted to Bradford AB.

Access to ECT Manager will cease for all schools from 31 August 2023.

During the summer holidays, all schools' induction co-ordinators or Headteachers will be sent a zip file containing PDFs of all ECT assessment forms and progress reviews since 2016 and they should keep these, even if the ECT has left, in line with their other personnel files and GDPR regulations.

School co-ordinators/Headteachers should consider which Appropriate Body they will be using should they appoint ECTs in the future and make contact with that Appropriate Body in advance in order to ensure they are on any necessary systems. **This is expected by the DfE to be the local Teaching School Hub.** In a small number of cases, some Multi Academy Trusts which cross authority borders may use a different geographical Teaching School Hub based on the location of the majority of their schools. Schools should take advice on this prior to ECTs being appointed.

Local TSH for Bradford – [Exceed Teaching School Hub](#)

[Find an Appropriate Body](#)

[Return to scenarios page](#)

Section G

Schools which already use another Appropriate Body (AB) for ECT induction instead of Bradford LA

Schools should check that their AB is continuing with their service or, if not, begin discussions with a new AB (expected to be the local Teaching School Hub) in order to ensure a safe transfer of information in accordance with the DfE guidance and regulations. Some Multi Academy Trusts which cross authority borders may use a different geographical TSH based on the location of the majority of their schools. Schools should take advice on this prior to ECTs being appointed or transferred.

[Return to scenarios page](#)

Notes

[Return to scenarios page](#)