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**Registering your NQT for Statutory Induction**

Please complete the following information to formally register each NQT with our Appropriate Body for NQT Induction and return to:

Caroline Duncombe – Administrator Professional Learning Network

Lyons Hall Primary School, Deerleap Way, Braintree, Essex, CM7 9FH

E: adminPLN@lyonshall.org.uk

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| **School/Academy Details** |
| Name |  |
| Address  |  | Post code: |
| URN |  |
| Telephone Number |  |
| Headteacher’s name |  |
| Headteacher’s email address |  |
| **NQT Details** |
| Title and Forename(s) |  |
| Surname |  |
| Previous Surname (if applicable) |  |
| Date of Birth |  |
| Email address |  |
| National Insurance Number |  |
| Teacher Reference Number |  |
| Start Date |  |
| Primary: Year group(s) taught **OR** Secondary: Subject(s) taught |  |
| Contract type | Permanent/Temporary  | Full time/Part time |
| If part time state proportion |  |
| Induction partly completed? | Yes/NoHas the NQT completed any period(s) of induction elsewhere before gaining employment within your school? If YES, please forward copies of assessment forms and confirm start/end dates and number of terms completed |
| **School/Academy Induction Tutor\*** |
| Full Name |  |
| Email address |  |
| Holds QTS | Yes/No |

\*The Headteacher/Principal must identify a person to act as the NQT’s induction tutor, to provide day-to-day monitoring and support, and coordination of assessment. The induction tutor must hold QTS and have the necessary skills and knowledge to work successfully in this role and should be able to provide effective coaching and mentoring. This is a very important element of the induction process and the induction tutor must be given sufficient time to carry out the role effectively and to meet the needs of the NQT. The induction tutor will need to be able to make rigorous and fair judgements about the NQT’s progress in relation to the relevant teacher standards. They will need to be able to recognise when early action is needed in the case of an NQT who is experiencing difficulties. It may, in some circumstances, be appropriate for the Headteacher to be the induction tutor.