

NEWLY QUALIFIED TEACHERS

APPROPRIATE BODY REGISTRATION FORM - TO BE COMPLETED BY THE PRINCIPAL

Section One: The school must be satisfied that the NQT meets these requirements before induction can begin. Complete before the beginning of the term when induction is due to begin.

ALL SECTIONS MUST BE COMPLETED

Name of NQT and email			
Date of Birth:			
TRN (DfE) number:			
Date QTS achieved?		QTS certificate checked/ copy sent to FCTSA	signed

**Section Two – Complete. Give a copy to the NQT and the Induction Tutor.
Send to the Appropriate Body within four weeks of induction commencing.**

School Name & DfE No:			
*Induction start date:			
Contract start date:			
Contract end date: (if temp or fixed term)			
Contract:	Permanent <input type="checkbox"/>	OR	Temporary / fixed term <input type="checkbox"/>
<i>(complete as appropriate)</i>	Full time: <input type="checkbox"/>	OR	Part time - FTE: 0.5 <input type="checkbox"/> OR FTE Equivalent
Induction will be completed by: (date)			
OR Length of induction to be completed (if part-time or temporary contract):	1 term: <input type="checkbox"/>	2 terms: <input type="checkbox"/>	other proportion: _____
NQT specialism		Year group/age range to be taught	
Signature of induction tutor			
Signature of Principal: (unsigned forms will be returned)		Date:	

***If the NQT has completed part of their induction period elsewhere, please state the school and the duration served:**

****It is the school's responsibility to obtain previous assessment reports that have been completed****

Fylde Coast Teaching School: aly.spencer@fctsa.co.uk

Aly Spencer, Head of Initial Teacher Training – further documentation can be found on our website.

NB: if any changes are made to FTE or contract duration, please inform us as soon as possible