

Programme Completion Policy: Submission, Attendance, Withdrawal, Deferral and Extension for NPQ-SL

Completion and Submission

- 1.1 The registered start date of your cohort NPQ-SL-1 is 8th December 2020.
- 1.2 Participants on this cohort have until 31st October 2021 to complete the programme and their assignment(s) and submit these for assessment. This is 10 months.
- 1.3 In order to be eligible to complete their NPQ and submit for assessment, participants must have completed 100% of the programme, missing no more than 2 sessions and having attended/completed the relevant catch-up for those sessions missed.

Withdrawal

- 1.1. Participants can withdraw from the programme at any point and the date of withdrawal is confirmed as the date the participant informs the programme provider of this in writing. The participant should communicate this to Hayley Bostock – Programme Lead by emailing hayley.bostock@walkergate.newcastle.sch.uk and copy admin@neat.org.uk.
- 1.2. The programme provider can withdraw the participant from the programme at their discretion and the date of withdrawal is confirmed as whichever date is communicated to the participant in writing by the programme provider.
- 1.3. The programme provider may withdraw the participant from the programme in specific circumstances and at their discretion. This may include but is not limited to
 - Non-engagement with one or more elements of the programme (including assessment)
 - Non-communication by the participants for a sustained period of time
 - Non-compliance with pre-agreed submission deadlines
 - Bringing the programme into disrepute
 - If it is found that the participant has provided incorrect or misleading information in any part of their application
- 1.4. Any withdrawal of a participant by the programme provider must be communicated to the participant in writing with a clear justification and ensuring reasonable notice is given to allow the participant to respond within 3 weeks of the date of the withdrawal.
- 1.5. If the participant [or whoever is paying for their programme place] has paid a full or partial programme fee to their programme provider, no refund of any part of this programme fee will be returned to the participant regardless of the point at which they withdrawn/are withdrawn.
- 1.6. Should the participant have been awarded a scholarship by the DfE to cover their programme fee, the DfE reserves the right to claim all or part of this funding back if the participant does not complete the programme. In this case the programme provider retains the right to claim an amount of the same value back from the participant [or whoever is paying for their programme place] themselves.

Deferral

- 1.1. Participants may request to defer their engagement with the programme for a fixed period of time, re-joining with a different named cohort.
- 1.2. With a deferral, participants are confirming that they will cease to engage with the programme in any way for a fixed period of time, re-engaging from a set date and with a specific named cohort.
- 1.3. Participants should submit all requests to defer by completing the following form: Deferral Request Form – see appendix 1. Participants should submit all requests to defer to: Hayley Bostock – Programme Lead by emailing hayley.bostock@walkergate.newcastle.sch.uk and copy admin@neat.org.uk for review.
- 1.4. All requests to defer will be reviewed and the outcome of the request confirmed within 2 weeks of receipt for the Deferral Request Form.
- 1.5. Approval of any request to defer by a participant is at the provider's sole discretion and the provider is not obliged to approve any request made.
- 1.6. Should a deferral not be approved, the participant must either continue to engage with the programme as originally agreed or formally withdraw from the programme. In the case of any withdrawal, please see the relevant policy.

Extension

- 1.1. Participants have a fixed deadline by when they must have submitted their assignments for assessment and by registering for the programme they are agreeing to meet this deadline. This must be agreed by the Programme Lead.
- 1.2. Should a participant not be able to submit their assignments for assessment by the date agreed on their registration for the programme, they can request an extension to this deadline of between 1 and 10 months.
- 1.3. Participants should submit all requests for an extension by completing the following form: Extension Request Form – see appendix 2
Participants should submit all requests for an extension to Hayley Bostock – Programme Lead by emailing hayley.bostock@walkergate.newcastle.sch.uk and copy admin@neat.org.uk for review.
- 1.4. All requests for an extension will be reviewed and the outcome of the request confirmed within 2 weeks of receipt for the Extension Request Form.
- 1.5. Approval of any request for an extension by a participant is at the provider's sole discretion and the provider is not obliged to approve any request made.
- 1.6. Should an extension not be approved, the participant must either submit their assignment for assessment by the originally agreed deadline or formally withdraw from the programme. In the case of any withdrawal, please see the relevant policy. Assignments submitted for assessment after the agreed deadline and without confirmation that this extension has been approved by the programme provider will not be assessed by Ambition.

Deferral Request Form

Programme Completion: Deferral Request Form

<i>To be completed by the participant:</i>			
Participant Name:			
Cohort (including NPQ):			
Reason for deferral:			
Date deferral from:		Date deferred to:	
Revised submission deadline			
Participants signature:			
Date of signature:			

<i>To be completed by the partner</i>			
Deferral agreed:	Yes/No		
Rational for decision:			
Date deferral from:		Date deferred to:	
New cohort name (if re-joining with a different cohort):			
Partner signature:			
Date of signature:			

Extension Request Form

Programme Completion: Extension Request Form

<i>To be completed by the participant:</i>			
Participant Name:			
Cohort (including NPQ):			
Registration start date:			
Reason for extension:			
No of weeks required for extension:			
Date extension from:		Date extension to:	
Revised submission deadline			
Participants signature:			
Date of signature:			

<i>To be completed by the partner</i>			
Deferral agreed:	Yes/No		
Rational for extension:			
Agreed date extension from:		Agreed date extension to:	
Partner signature:			
Date of signature:			

