Deferral and Intercalation Policy

Introduction

Mid Essex ITT understands that trainees may need to delay or suspend their training due to personal, health, financial, or other significant circumstances.

This policy clarifies the processes for:

- deferring a place before the programme begins
- intercalating (pausing) training once the programme has started.
- This policy is not intended to form the basis of a contract and may be amended at any time.

Aims

To ensure trainees understand how to defer or withdraw from training and are aware of any implications.

- To ensure processes are completed fairly and in line with Mid Essex ITT's equality commitments.
- To ensure Mid Essex ITT communicates clearly the academic, financial, and placement-based impacts of any change.

Deferring a Place on the Mid Essex ITT Programme

Successful applicants may request to defer their place until the following recruitment year. Approval is at the absolute discretion of Mid Essex ITT.

Key considerations

- Mid Essex ITT cannot guarantee that the same course or subject route will run the following year.
- Applicants should provide as much information as possible to support the request.
- Deferred applicants must meet all offer conditions within the new recruitment cycle.
- Mid Essex ITT may request a deposit to secure a deferred place.

Recruitment-related Cost

If a deferral request is made after recruitment costs have been incurred, Mid Essex ITT will recover unavoidable costs such as:

- administration fees,
- DBS checks,
- occupational health checks, up to a maximum of £250.

If the trainee returns the following year, these fees will be refunded. If they withdraw, the fees will not be refunded. Trainees who cannot continue for personal, family, medical, or other valid reasons may request an intercalation of up to 12 months. Requests are reviewed by the Director and approved by the Accounting Officer

[Updated: June 2026]

Considerations

- Placement schools may differ upon return.
- Trainees may need to return exactly 12 months later to align with placement and training schedules.
- Intercalation may not be possible if significant programme or partnership changes occur.
- There may be financial implications (see trainee contract).
- Secured ECT employment may be affected.
- PGCE registered trainees must follow the ARU specific requirements in relation to completing the assignments. Registered trainees must follow the-registered trainees must follow the
- Trainees must inform Mid Essex ITT if they decide to withdraw instead of returning.
- Returning trainees must attend a return interview at least one month before their return.
- Occasional contact with Mid Essex ITT is expected during intercalation.
- A new Occupational Health assessment may be required.
- New DBS and online safeguarding checks will be required before return
- Two satisfactory references will also be sort, one from the most recent employer to assess continued eligibility for the course if required.
- Mandatory safeguarding training must be completed prior to restarting placement.

Grounds for Intercalation

Mid Essex ITT reserves the right to refuse intercalation where circumstances make it inappropriate. Intercalation will not normally be permitted if the trainee:

- is under Cause for Concern or on the ISP processes;
- has failed to meet the Teachers' Standards;
- is under disciplinary procedures;
- has raised a formal complaint that is ongoing;
- is subject to Fitness to Practise procedures.

Confidentiality

All information will be handled:

- confidentially,
- in accordance with the Data Protection Act 2018, and
- only shared where necessary for safeguarding, programme quality, or legal compliance.

The Director will review this policy regularly. Final approval rests with the Strategic Board.

MID ESSEX ITT
INITIAL TEACHER TRAINING

Appendix 1 – MEITT Intercalation Request Form

TRAINEE DETAILS	
Name:	
INTERCALATION DETAILS	
Requested start date:	
Expected return date (if known):	
Reason for intercalation:	
(Attach medical evidence if relevant. Give details)	
TRAINEE SUPPORT AGREEMENT	
Named contact:	
Preferred method of communication:	
Agreed frequency of contact:	
Trainee declaration:	
I confirm the information provided is accurate. I understand I may need to provide medical evidence before resuming the programme. I understand I must declare any new criminal convictions.	
Signed:	
Date:	
MEITT Declaration:	
I confirm the trainee is at an appropriate stage to intercalate and that the implications have been fully discussed.	
Signed (Director):	
Date:	
Notes for Trainees:	

- *Contact Student Finance England about fee/grant suspension.*
- *Return may need to align with programme structure (12-month return cycle)*
- *Separate university processes apply for PGCE and accreditation*
- *Occasional contact with MEITT is required during the intercalation period*
- *Return interview required at least one month before restarting*
- *Occupational Health clearance may be required*
- *New DBS and online checks required before returning*
- *Safeguarding training must be completed before restart*