

Newly Qualified Teachers (NQT) Registration Form

Without registration with an Appropriate Body, the NQT is not eligible to start induction

Name Date of Birth

Mr Miss Ms Mrs Dr

Address

Email Mobile No.

Date QTS gained – copy of certificate must be attached Teacher Ref No.

Subject Specialism

Higher education provider/university attended

Postgraduate Certificate in Education	<input type="checkbox"/>	Graduate Teaching Programme	<input type="checkbox"/>	Flexible Route	<input type="checkbox"/>
B.Educ	<input type="checkbox"/>	School Direct	<input type="checkbox"/>	Teach First	<input type="checkbox"/>
Teach First	<input type="checkbox"/>	Other	<input type="checkbox"/>		

Is this their first appointment? Yes No

How did they apply for this teaching post: Pool Direct Advert Other

At their previous employment(s), did they successfully complete any part of their induction period? Yes No

If Yes, please attach a photocopy of previous assessment form(s)

Date of commencement of induction at your school/academy

What type of contract has been agreed Supply Permanent Fixed Term

Length of contract if fixed term
 One year Two term One term Short term

If less than one term, please give date contract is due to expire

Full-time Part-time - % of contract School DFE No:

School/Academy

Induction Tutor Email:

Head Teacher/Principal Email:

Important

Please keep us informed of any additional NQTs you may appoint during a term including part-time, supply or short term contracts. Also inform us if an NQT leaves your school/academy either as planned or before their contract finishes. Contact us if it is likely that your NQT will be absent for more than 30 days. The following forms are available from nqt@sipseducation.co.uk

NQT Registration Form NQT not completing Induction

Sandwell Council as the Appropriate Body is committed to ensuring equality of opportunity. The information requested below will be treated confidentially and will ONLY be used to monitor the Council's practices.

Ethnic Origin

Prefer not to say	<input type="checkbox"/>	Any other ethnic group (not listed)	<input type="checkbox"/>
Asian or Asian British - Bangladeshi	<input type="checkbox"/>	Asian or Asian British – Chinese	<input type="checkbox"/>
Asian or Asian British - Indian	<input type="checkbox"/>	Asian or Asian British – Other	<input type="checkbox"/>
Asian or Asian British – Pakistani	<input type="checkbox"/>	Black or Black British – African	<input type="checkbox"/>
Black or Black British – Caribbean	<input type="checkbox"/>	Black or Black British – Other	<input type="checkbox"/>
Mixed Ethnic - White & Asian	<input type="checkbox"/>	Mixed Ethnic - White & Black African	<input type="checkbox"/>
Mixed Ethnic - White & Black Caribbean	<input type="checkbox"/>	Mixed Ethnic Group - Other	<input type="checkbox"/>
Other Ethnic Group - Arab	<input type="checkbox"/>	White - Gypsy or Irish Traveller	<input type="checkbox"/>
White – Irish	<input type="checkbox"/>	White – Other	<input type="checkbox"/>
White – Welsh/English/Scottish/N.Ireland	<input type="checkbox"/>		

Disability

The Equality Act (2010) defines a disabled person as someone with a physical or mental impairment which has a substantial and long-term adverse effect on his/her ability to carry out normal day-to-day activities.

Do you consider yourself to have such a disability? Yes No

If Yes, please provide details of your disability

Please note that you must complete the usual notification of appointment form and submit it to the Human Resources for contract and pay arrangements.

Please return this form to: NQT Administration Team, SIPS Education Ltd, Schools Workforce Development, Guardian House, Cronehills Linkway, West Bromwich B70 8SW

Data Protection

The information that you provide on this form is subject to the provisions of the Data Protection Act 1998. Where applicable information entered will be forwarded to the relevant officer for action or for a reply to be given.

Declaration

I confirm that the NQT named above has QTS and is eligible to start their induction and that arrangements are in place for them to receive their statutory entitlement. I will inform the AB if there are any changes to the employment status of the NQT or any interruptions to induction for any reason.

Signed:

Date: