# NPQ Deferral Request Form

We have several **Deferral Options** available to allow flexibility to Participants’ engagement with the qualification & to help compensate for busy/challenging times in school that would prevent you from being able to fully commit to the course. The options are detailed below:

1. **Complete Restart**: You could opt to completely restart your NPQ with one of our future intakes. This option is useful if you feel you haven’t been fully able to commit to the qualification so far & would like to start afresh & catch up on missed qualification elements. This option is costed at £100 per repeated facilitated event (Training Day and/or Facilitated Online Course). A restart quote is available upon request should you wish to find out more about this route.
2. **Deferral & Reengagement at this point with future Cohort\***: You could instead opt to defer at this point of the course, banking your progress so far, and look to pick the course up again with a future cohort continuing from this point onwards. As there would be no repetition or re-attendance of facilitated course elements **this option is free of charge**. – This is likely the best option if you feel like you have made good progress & fully committed to the course so far & do not wish to lose that progress or repeat anything specifically. Please note only full completion of your modules (ie S&I) can be carried forward.

**\*Important Note**

If a deferral request is granted, Participants will be offered reengagement with either our Autumn2020 or Spring2021 intake. This is due to the DfE’s decision to cease the operation of the current NPQ model at the end of August 2022. Therefore, we are unable to process deferral requests where reengagement (including that of assessment submissions) would take you beyond May 2022. This will enable Participants time to make their assessment submission, allow internal marking and release of results

If you have completed all facilitated elements of the programme and wish to ‘defer’ your assessment, please contact the assessment team (assessments@bestpracticenet.co.uk)

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| **Participant name:** | Click or tap here to enter text. |
| **NPQ Start Date:** | Click or tap to enter a date. |
| **NPQ Group:** | Click or tap here to enter text. |
|  **I would like to request a deferral to my NPQ because (tick as appropriate):**  |
| 1. |[ ]  of serious personal illness/Pregnancy – Doctor’s certificate required |
| 2. |[ ]  Change in work circumstances such as change of employment or a sudden and unanticipated increase in workload, e.g. staffing issues significantly affecting the Participant’s workload. |
| **Reason for deferral:** |
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| **Reviewing the deferral options above I would like to pursue:**  |
| [ ]  Option 1 (complete restart) | [ ]  Option 2 (continuation)  |

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| **I would like to be re-engage with NPQ:** (Please be aware you cannot defer beyond Spring 2021.) |
| [ ]  Autumn 2020 | We are unable to authorise deferrals post the Spring 2021 intake.  |
| [ ]  Spring 2021 |

[ ]  I have evidence to support my deferral such as a doctor’s certificate/note from head teacher.

[ ]  I am aware that the final decision to allow an NPQ Programme deferral lies with the Participant and Partner Support Team.

NPQEL Participants only:

[ ]  I understand I must complete Task 2 assessment within my own leadership network / school upon reengagement.

[ ]  I understand it will not be possible to be added to a new Peer Group if reengaging part way through my qualification.

Please note before a deferral can be granted the following need to be met:

* The programme needs to be paid in full
* The deferral occurs within a calendar year unless you have had a medical incident such as major surgery or are on maternity leave
* You are not requesting an extension to a deferral that has already been granted.

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| **Participant Signature:** |  | **Date:** |  |
| **Sponsor Signature:** |  | **Date:** |  |
| **Participant contact number:**  |  |
| **Email address:** |  |

Please email (cpd@bestpracticenet.co.uk) or post the form to Participant and Partner Support Team, Best Practice Network, Newminster House, 27-29 Baldwin Street, Bristol BS1 1LT.