**APPROPRIATE BODY REGISTRATION FORM**

**Section One**: **School Information**

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| School: |  | DfE Number: |  |
| Head Teacher: |  | | |
| School Telephone Number: |  | | |
| NQT Induction Tutor Name: |  | | |
| NQT Induction Tutor email: |  | | |

**The school must be satisfied that the NQT meets all requirements before induction can begin.** **Complete before the beginning of the term when induction is due to begin. *ALL SECTIONS MUST BE COMPLETED***

**Section Two: NQT Information**

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| --- | --- | --- | --- |
| Full Name: |  | Date of Birth: |  |
| School email address: |  | | |
| Teacher Reference Number: |  | | |
| National Insurance Number: |  | | |
| Date QTS Awarded: |  | | |
| Name of person verifying QTS Award: |  | | |
| Contract Term: | Permanent | Fixed Term | |
| Contract Hours: | Full Time | Part Time  (please state FTE) : | |
| Subject Specialism: |  | | |
| Key Stages taught: |  | | |
| Induction Start Date\*: |  | | |

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| I confirm that the above information is correct and has been submitted with permission of the Headteacher. | | | |
| Name of person completing form : |  | Job Role: |  |

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| **\*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\*\***  **Endeavour Learning Teaching School Alliance**  Ludi Jones, Director of Teaching School, Endeavour Learning Trust, Tarleton Academy, Hesketh Lane, Tarleton, PR4 6AQ  Chris Banks, Partnership Development Officer, [pdo@endeavourlearning.org](mailto:pdo@endeavourlearning.org) tel: 01772 812644 |
| **NB: if any changes are made to FTE or contract duration, please inform your Appropriate Body** |