

Leadership Live deferral policy

Deferred (definition): *a participant's progress towards the qualification is temporarily paused, but they intend to return and submit for final assessment before the end of the current NPQs (Spring 2022). During the deferred period they will retain access to the Leadership Live website.*

Leadership Live are committed to helping all participants gain their desired qualification. If as a participant you feel that you may need to defer, please in the first instance discuss this with your course facilitator to see if there are any other options open to you.

Deferral should be considered as a last resort and will only be authorised under exceptional circumstances. Valid reasons for deferral are:

- maternity leave
- long term sickness such as would impact on being able to complete the qualification within the maximum 18 months' limit
- family sickness/bereavement which requires you to take time off work, and would impact on being able to complete the qualification within the maximum 18 months' limit
- being subject to investigation, suspension or capability procedures
- school being put into special measures
- other exceptional circumstances, which will be considered on a case by case basis

If you need to defer for one of the reasons noted above, you should contact the Leadership Live central team (contact details on our website), who will require a deferral form to be signed by your head teacher.

Please note that the NPQ programme in its current form ends in 2022, with a very last final assessment submission date of 16th June 2022. This means that deferrals from your course beyond this date will not be possible. Should a submission in June 2022 be unsuccessful, there is no opportunity to resubmit. The last standard submission window is 17th March 2022, which allows the opportunity to re-submit.

Deferrals can only be authorised by Leadership Live and not by course facilitators. Failure to request deferral from Leadership Live and the completion of the required form may result in you being 'timed out' of the course.

Invalid reasons for deferral

Deferrals will only be authorised in exceptional circumstances; the following are not considered to be valid reasons for deferral:

- Ofsted inspections
- short term sickness
- change of role or employer
- level of workload in current role