
PROBATION PROCEDURE

PREVIOUS TRUST EDITION: October 2023
JUNIPER HR EDITION UPDATE: September 2025
REVIEW: Every 2 years (recommended)

Reviewed by:	Board of Trustees
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Date Approved:	11 th November 2025
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Next Review:	September 2027
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1. Introduction

- 1.1** This procedure sets out how probationary periods will be managed.
- 1.2** Probation is a period during which both the line manager and the employee can assess objectively whether the new recruit is suitable for the role, taking into account the individual's overall capability, skills, performance and general conduct in relation to the job.
- 1.3** All new employees' performance will be supported, monitored and assessed through Performance Management procedures to ensure that they are able to fulfil their new role and responsibilities. The probationary process will run alongside the performance management procedure and will include ensuring that new employees are provided with appropriate induction, training and support to enable them to properly carry out their duties and tackling any problems as and when they arise.
- 1.3** The following will be made clear to new employees at the outset of the probationary period:
- job role / tasks, including any specific responsibilities;
 - any required standards of performance e.g., Teachers', HLTA and any other relevant Standards;
 - required standards of conduct and behaviour; and
 - their responsibility for their own continuous development.

2. Scope

- 2.1** All new entrants to the employment of this employer will be subject to the satisfactory completion of a 26-week probationary period (unless their appointment arises from a statutory transfer or they are a newly qualified teacher subject to a Statutory Induction Period. During the probationary period, new entrants will be expected to establish their suitability for the post.
- 2.2** Any employees who are internally promoted or who change their role will not be covered by this procedure.
- 2.3** The 26-week probationary period will be calendar weeks except in the case of term-time only support staff where it will be based on contracted working weeks. The contract will either be confirmed, terminated or extended at the end of the probationary period, subject to notice requirements as set out below (see 4.8 below). The probation period may be extended beyond 26 weeks at the employer's discretion (for example, where there has been significant absence – see 5. below).
- 2.4** Minor incidents of misconduct will normally be dealt with as part of the probation procedure. Other more serious or recurring disciplinary issues arising during the probationary period will be dealt with under the Disciplinary Procedure.

During the probationary period, whilst the principles of reasonableness and natural justice reflected in the Disciplinary Procedure and the ACAS Code will apply, it may be appropriate to foreshorten procedures, processes and relevant timescales, depending on the individual circumstances of each case. Any such conduct issues will also be taken into account when assessing overall suitability as part of the probationary process.

3. Roles and Responsibilities

- 3.1** The probation procedure will be operated by the employee's line manager.
- 3.2** A decision to confirm, or not to confirm, the appointment pursuant to this probationary procedure will be taken by the person specified in the table below.
- 3.3** Any appeal against non-confirmation of appointment will be heard by the person specified in the table below.
- 3.4** All employees are expected to perform to the highest possible standards, to take responsibility for their own learning and development and to co-operate with strategies to support them.

3.5 Specific roles and responsibilities

NB1 the "initial decisions" could lead to a non-confirmation of appointment decision therefore the decision maker must have powers of dismissal under the Trust's scheme of delegation

NB2 it is recommended that the Trust Board has direct representation on any appeal panel in cases of non-confirmation of appointment.

**A "Panel" can be a single individual or any number of individuals from the relevant group. Specify below.

Employee	Manage procedure and make initial decisions ^{1*}	Hear appeal ¹
Academy Employee	Line Manager Senior Manager Head of Academy/Headteacher Executive Headteacher / CEO	Head of Academy/Headteacher Executive Headteacher/CEO Trust Panel**
Trust Employee (Central Services)	Line Manager Senior Manager CEO	CEO Trust Panel**

4. The Probationary Procedure

The procedure is summarised at Appendix 1.

4.1 The employee's line manager will monitor and review performance on a day-to-day basis and through the Performance Management process.

Formal probation reviews with the employee will take place at the following intervals after commencement of employment:

Support Staff

- 8 working weeks;
- 16 working weeks; and
- 24 working weeks - Final Review Meeting

Teachers

- Prior to the end of each half term

Interim meetings may be held as necessary. Informal discussions may also take place throughout the probationary period in addition to the formal review meetings.

Review meetings may be deferred where there have been significant periods of absence (e.g. sickness/family related leave). Such periods of absence will, however, be taken into account, where relevant, when assessing whether attendance has been satisfactory during the probationary period. Where appropriate, the Trust may decide to manage periods of sickness under the Sickness Absence Management Procedure.

Any entitlement to sick pay during the probationary period will be set out in the contract of employment.

An employee may be subject to different review timescales under a contract of employment supported by an Apprenticeship Agreement.

4.2 The content and outcome of all meetings will be recorded, and a copy given to the employee.

4.3 The following matters will be discussed at each review meeting:

- The employee's
 - performance against performance management objectives;

- performance against any relevant Standards;
- general competence, conduct, attitude/behaviour;
- attendance; and
- training and support provision and needs

4.4 An employee's contract will either be confirmed or terminated by the end of the 26-week probationary period, subject to contractual notice requirements. Probationary periods may only be extended in exceptional circumstances (see section 5).

4.5 If there is clear evidence, at an earlier stage, to suggest that the employee is wholly unsuitable for the role or incapable of performing the role (whether as a result of their conduct or lack of competency), and it is clear that further training or support is unlikely to alter the situation, the contract may be terminated at any point prior to the end of the probationary period. In this case, the employee will be invited to attend a meeting to confirm that they have failed to successfully complete their probationary period (as set out at 4.8.2 below) and the employee will normally be given notice pursuant to their contract of employment.

4.6 Where the contract is confirmed, employees will be subject to the capability and disciplinary procedures as appropriate. Their performance will continue to be supported through the performance management procedure.

4.7 At any point where the employee's progress is unsatisfactory in any respect:

- they will be advised of the areas where improvement is required;
- appropriate training and support will be identified;
- the employee will be advised that failure to improve could result in non-confirmation of appointment.

4.8 Final review meeting

The final review meeting will be conducted by *the* Head of Academy/Headteacher or Deputy Head of Academy/Headteacher and the line manager (where they are not the Head of Academy/Headteacher) and the employee. At least 5 working days' notice will be given of this meeting.

4.8.1 Successful probation period

Where progress has been satisfactory, the probationary period will be formally signed off following the final review meeting. A letter will then be sent to the employee informing them that they have successfully completed their probationary period and confirming their appointment.

4.8.2 Unsuccessful probation period

Where an employee's progress has not been satisfactory, the employee will be formally invited in writing to the final probation review meeting with the Head of Academy/Headteacher or in the case of the Head of Academy/Headteacher, the CEO and Chair of Trustees.

Prior to the meeting the line manager should compile relevant documentation evidencing the concerns, actions taken and procedures followed and provide this to the employee with the meeting invitation letter, at least 5 days in advance of the meeting.

The employee has a statutory right to be accompanied at this meeting by a trade union representative, an official employed by a trade union or work colleague. The employee must confirm the name and status of their representative prior to the meeting. A request for a companion other than a trade union official or work colleague will be considered at the employer's discretion. Employees are responsible for making their own arrangements for their chosen companion to attend the meeting.

At the meeting the manager will set out where progress has been insufficient, with reference to previous review meetings. The employee will be given an opportunity to make representations verbally and/or in writing.

The decision maker will determine at the end of the meeting, whether to:

- confirm appointment; (See 4.8.1 above);
- extend probation; (See 5. below);
- not confirm appointment and terminate the contract. Notice will be given in line with the employment contract.

The decision will be confirmed in writing within 5 working days of the date of the meeting. Where the decision is non-confirmation, the letter will give notice (where applicable) of termination of employment and the right of appeal.

Where considered appropriate, the employee may be redeployed to other duties during the period of notice or not required to attend for work.

4.9 Appeals

Employees have the right of appeal against a decision to terminate their contract.

Any appeal must be lodged in writing within 5 working days of receipt of the letter of notice of termination of employment. The employee may provide written evidence in advance of the appeal meeting.

All appeals will be heard by the Governing Board/dismissal appeal committee. The employee will be given at least 5 days' notice of the appeal meeting. The appeal panel will be provided with a copy of the paperwork referred to during the original hearing, and minutes of the meeting, the outcome letter and appeal letter.

The decision of the Appeal hearing will be confirmed in writing and will be final and will be final subject to the employees' rights in law.

5. Extensions to Probationary Periods

5.1 Extensions to the probationary period will normally only be granted where the employee has been absent for a considerable amount of time during the probationary period and therefore has been unable to demonstrate their suitability for confirmation of appointment. There may also be occasions where additional training and support are required to improve performance and a longer period is necessary to assess the impact of such additional support. Where it is appropriate, reasonable adjustments will be considered for employees with disabilities.

5.2 The decision to extend will usually be made at the final review but may be made earlier where appropriate.

5.3 Extensions will not normally exceed an additional 12 working weeks.

5.4 If an extension to the probationary period is agreed, the Trust will confirm the terms of the extension in writing to the employee, including:

- the length of the extension and the date on which the extended period of probation will end;
- the reason for the extension and, if the reason is unsatisfactory performance, details of how and why performance has fallen short of the required standards;
- the performance standards or objectives that the employee is required to achieve by the end of the extended period of probation;
- any support, for example further training, that will be provided during the extended period of probation; and
- a statement that, if the employee does not meet fully the required standards by the end of the extended period of probation, their employment will be terminated.

6. Records and Data Protection

6.1 A written record of all meetings conducted under this procedure will be made, either by the person holding the meeting or by an alternative person arranged to take notes. The Trust processes any personal data collected during the probationary procedure in accordance with its data protection policy.

Any data collected is held securely and accessed by, and disclosed to, individuals only for the purposes of completing the probationary procedure. On the conclusion of the procedure, data collected will be held in accordance with the Trust's retention schedule. Inappropriate access or disclosure of employee data constitutes a data breach and should be reported in accordance with the Trust's data protection policy immediately.

It may also constitute a disciplinary offence, which will be dealt with under the disciplinary procedure.

Appendix 1 Summary Probation Procedure

*if there is clear evidence to suggest the employee is wholly unsuitable for the role/incapable of performing the role at an earlier stage, the contract may be terminated prior to the end of the probationary period (see 4.5 in the procedure).

