



**PHASED RETIREMENT POLICY**  
**FOR SCHOOL BASED TEACHERS**

**Reviewed in October 2023**

**To be approved by Full Governing Body in November 2023**

## **PHASED RETIREMENT**

### **1.0 INTRODUCTION**

- 1.1 Phased retirement allows members of the Teachers' Pension Scheme who are aged between 55 and 75 to continue working whilst drawing some of their accrued pension benefits, with the approval of the Headteacher/Governing Body and subject to certain conditions.
- 1.2 For phased retirement to be granted the pensionable salary must reduce by at least 20% of the average salary paid over the preceding 6 months. This reduction must last for a minimum of 12 months and could be as a result of a reduction in hours or taking up a post of lesser responsibility. Applications for phased retirement must be made within three months of starting employment in a reduced capacity but can be made up to 3 months before the reduction takes effect if all salary information is available.
- 1.3 Up to 75% of the total pension benefits can be taken. Protected members can, subject to approval, take two phased retirements before finally retiring. Career average members can, subject to approval, take up to three phased retirements before finally retiring, but only two can be before age 60. Benefits drawn before normal pension age will be actuarially reduced.
- 1.4 Teachers can obtain an estimate of the benefits payable via the calculators available on the Teachers' Pensions website ([www.teacherspensions.co.uk](http://www.teacherspensions.co.uk)). Teachers are strongly advised to also contact Teachers' Pensions (0345 6066166) for more detailed pension information and how future earnings may be affected.

### **2.0 SCOPE**

- 2.1 This policy applies to all teachers who are members of the Teachers' Pension Scheme and are aged 55 and over.

### **3.0 POLICY AND CRITERIA**

- 3.1 The Headteacher will consider all requests from teaching staff employed in the school. The Governing Body, in consultation with the Local Authority, will consider a request from the Headteacher.
- 3.2 The School's policy is to assess applications against the following criteria -
  - The need to retain skilled teachers who would otherwise leave or retire.
  - Personal circumstances are affecting a teacher's ability to carry out his/her duties and adaptations or support cannot solve the issue.

- Any additional costs of agreeing the request (eg the cost of filling the remainder of the post).
- The non-financial costs in terms of effectiveness and efficiency if the application is turned down.
- Whether it is a subject area to which it is difficult to recruit.
- Whether the remainder of the post can be left vacant to create a saving.
- Whether the phased retirement period can be used for succession planning/training a new appointment.
- Whether approval might maximise the performance of the individual teacher.
- To agree to applications only where there are considered to be clear benefits to the school as well as to the individual.

3.3 Applications on compassionate grounds will be considered as above, taking into account any financial implications, the individual circumstances of the teacher's request and the needs of the school.

3.4 In cases of phased retirement the responsibility for confirming and justifying that there is a case for granting release is with the Headteacher in consultation with the appropriate Committee of the Governing Body. Decisions regarding a request from the Headteacher are the responsibility of the Governing Body.

#### **4.0 DURATION**

4.1 When phased retirement has been agreed it would be expected to continue until the teacher takes full retirement or takes a further phased retirement.

#### **5.0 NEW ROLE**

5.1 In addition to reducing hours or taking up a post of lesser responsibility, teachers may also take phased retirement if they take up a new appointment in a support role (eg teaching assistant), provided that it is in an educational establishment. The new appointment may be with a different employer in which case the application form must be signed by the employer responsible for the new working arrangement. The new appointment must commence within 6 months of the original job ceasing.

## 6.0 PROCEDURE

- a) A teacher who wishes to take phased retirement must seek approval from the Headteacher. This will usually be discussed informally before completing the form 'Request for Phased Retirement'. This form should be forwarded to the Headteacher. In the case of a Headteacher who wishes to take phased retirement the form should be forwarded to the Chair of Governors who will notify the Local Authority of the request.
- b) The Headteacher considers the request against the criteria within the policy, completes the relevant part of the request form and writes to the teacher confirming the outcome (draft letter LET/Phased1). In approved cases a copy of the request form will be sent to the school's payroll provider.
- c) In cases where approval has been given, the teacher should complete the form 'Application for Retirement Benefits: Phased', available from the Teachers' Pensions website ([www.teacherspensions.co.uk](http://www.teacherspensions.co.uk)).
- d) The completed application form should be given to the Headteacher who will then send the form to the school's payroll provider who complete Part B of the form and forward it to Teachers' Pensions.
- e) The Headteacher will inform the payroll provider of the teacher's change in hours and/or the change in salary level. Teachers' Pensions will contact the teacher directly regarding payment of his/her pension.
- f) It is the Headteacher's responsibility to ensure that the 20% reduction in salary stays in place for at least 12 months.