

### PART A - To be completed by the applicant in all cases

Ill-Health retirement should be a last resort. If you have health problems, in the first instance you should seek the necessary treatment and, if appropriate you and your employer should arrange for an Occupational Health Advisor to look at ways of helping you to remain in or return to work in line with the requirements of the Disability Discrimination Act. To satisfy the criteria for early retirement on grounds of ill-health, it is necessary for you to demonstrate that you have a medical condition that renders you incapable of teaching either full or part-time and that despite appropriate treatment your incapacity is likely to be permanent i.e. until your normal retirement age. Please note that if you are no longer employed as a teacher and have been out of pensionable employment for 6 months that, in addition to the criteria set out above, you have to prove you are incapable of gainful employment to qualify for ill-health benefits.

### Section 1 Personal details

**1 Teacher's reference number**

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**2 Surname** (one character to each box)

O · R · E · I · L · L · Y

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**3 Former Surname** (if any)

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**4 First Name (s)**

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**5 Title**

Mr  Mrs  Miss  Ms  Other

If other, please specify

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**6 Date of Birth** (e.g. 15/04/65)

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**7 National Insurance number**

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**8 E-mail address**


**9 Contact address**

Postcode												

**10 Home telephone number** (including STD code)

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**11 Mobile telephone number**

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**12 Last date of pensionable teaching employment or proposed date of retirement.**

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**13 Have you ever been employed simultaneously by more than one teaching employer?**

Yes  No

If yes, please provide details of their names and addresses on a separate sheet.

**14 Do you wish to take serious ill-health commutation due to reduced life expectancy? (See note 13) Please tick.**

Yes  No

If your application is made whilst you are in pensionable employment, or is made within 6 months of leaving pensionable employment or while you are still in a contractual relationship with your employer, and

- you are assessed as being permanently unable to teach, you will be entitled to the early payment of your accrued benefits;
- you are assessed as being permanently unable to teach and undertake any other gainful employment, your service will be enhanced.

If your application is made at any other time, you have to prove you are incapable of any gainful employment to qualify for ill-health retirement benefits, and those will not be enhanced.



**20 Have you discussed your condition with your employer / occupational health adviser?**

Yes

No

**If yes, what discussions / actions have taken place?**


**Declaration** - Any person knowingly making a false declaration is liable to prosecution.

- + I apply for ill-health retirement benefits under the Teachers' Pensions Regulations.
- + I confirm I am not in receipt of Premature retirement benefits or Actuarially Reduced retirement benefits payable under the Teachers' Pensions Regulations.
- + I give my consent for my application and supporting medical reports/documentation to be passed to my employer's Occupational Health Provider for checking before submission to Teachers' Pensions. I understand that feedback or comments may be passed by Teachers' Pensions to my employer's Occupational Health Provider, and to any other who helped me compile the application.
- + I understand that all medical reports provided will be treated in strict confidence, and are subject to the provisions of the Data Protection Act 1998.
- + I consent to any such reports being made available to the DfE's Medical Advisers and any other authorised personnel.
- + All the information I have given on this form is true to the best of my knowledge and belief.

Signed

Date

## PART B - To be completed by the Employer

Note: If the applicant has left teaching within the last year the employer's role in this application is only to complete Part B of the form. The accompanying envelope containing medical evidence must not be opened.

### Section 1

#### Section 142 of the Education Act 2002, Section 12 of the safeguarding Vulnerable Groups Act 2006 and section 1 of the Teaching and Higher Education Act apply

Is this teacher suspended from duty, or the subject of investigation, whether now, previously or pending for any reason?

Yes

No

If yes, please give details including the outcome if that has been reached (eg whether disciplinary action is being/was taken, or if the police were/are involved)

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### Section 2 Suspension

Is this teacher suspended from duty, or are investigations pending for any reason?

Yes

No

If yes, please give full details. Details can be supplied on a separate sheet direct to Teachers' Pensions if necessary

From	To	Reason for Suspension
Signature		





**Note - sick leave details must be completed in all cases. Please do not leave blank. If no sick leave, enter 'none'. DO NOT ENCLOSE COMPUTER PRINTOUTS. Continue on a separate sheet if necessary.**

Sick leave during the last 3 years of teaching.

From	To	Nature of Illness	Full, Half or no salary	Number of days' absence

# To be completed by a responsible officer of the employer

## Certificate

### Please Note

- + **This certificate must be signed by a responsible officer or the employing Local Authority or governing body. If the applicant is employed in a foundation or voluntary aided school the form must be endorsed by the Local Authority.**
- + The responsible officer must include details of his/her rank or position within the employing Local Authority or governing body.
- + If the responsible officer of an independent establishment appointed by the establishment's governing body is a member of the teaching staff, this certificate must be signed by the Chairperson.

I certify that this teacher is applying for a retirement pension on the grounds of ill-health, that all the details given in Part B are complete and correct and that the contributions due under the Teachers' Pensions Regulations have been, or will be, deducted from salary.

In the event that the situation changes and the applicant withdraws their application after acceptance but before their ill-health benefits are put into payment, the authority decides to re-employ or continue to employ this person, I certify that we will carry out the necessary health assessment in accordance with The Education (Health Standards) (England) Regulations 2003 for any further employment.

**I confirm that re-deployment and other measures have been considered (such as reasonable adjustment under the Disability Discrimination Act 1995, involvement of occupational health).**

Signed

Date

Name of officer (in CAPITAL letters)

Position / rank

Telephone number (include STD code)

Extension

Name of contact for admin purposes In CAPITAL letters

Telephone number (include STD code)

Extension

Email address

Fax Number

Official stamp (LA only). If non-LA establishment, please give address and post code.

**Please indicate what medical evidence has been obtained to support this application.** (Please tick box)  
(in-service applications only)

Consultant Report

Occupational Health Report

GP Report

Other - please specify

**THIS FORM WILL NOT BE ACCEPTED BY TEACHERS' PENSIONS WITHOUT ACCOMPANYING MEDICAL EVIDENCE**

# Notes for Ill-Health applications

Mowden Hall  
Darlington DL3 9EE

Please read these notes before completing the Ill-Health Retirement application

**(PLEASE DETACH AND RETAIN)**

1. Ill-Health retirement should be a last resort. If you have health problems, in the first instance you should seek the necessary treatment and, if appropriate you and your employer should arrange for an Occupational Health Advisor to look at ways of helping you to remain in or return to work in line with the requirements of the Disability Discrimination Act. To satisfy the criteria for early retirement on grounds of ill-health, it is necessary for you to demonstrate that you have a medical condition that renders you incapable of teaching either full or part-time and that despite appropriate treatment your incapacity is likely to be permanent i.e. until your normal retirement age.
2. The Secretary of State for the Department for Education (DfE) must be satisfied that you have become **permanently** incapable of any teaching, including part-time teaching, until normal pension age. The DfE Medical Advisers consider the medical evidence submitted and make a recommendation to the Secretary of State.
3. You must be under normal pension age, have completed a qualifying period and have not applied for premature retirement benefits in respect of the same period of employment. Benefits can only be awarded after normal pension age if permanent incapacity was established before normal pension age and pensionable service accrued since then was due to paid sick leave.
4. If you are in receipt of a Teachers' Pension Scheme (TPS) pension and have subsequent pensionable service and then suffer a breakdown in health you may apply for Ill-Health benefits.
5. To qualify for retirement benefits under the Teachers' Pensions Regulations you will need 2 years pensionable employment completed after 6 April 1988 or 5 years of pensionable employment at any time.
6. If you are in or left pensionable employment less than 12 months ago please complete Part A of the application form and send it to your current or previous employer. Please ask them to complete Part B of the form. You should arrange for the medical information form to be completed and once both forms are completed they should be sent together to TP.
7. If you left pensionable employment more than 12 months ago please complete Part A of the application form and arrange for the medical information form to be completed by a medical professional. This will normally be either your GP or your consultant if you have been referred to one. Both forms should then be sent together to TP.
8. If you are under 75, have become permanently unfit and do not qualify for benefits and have at least one year of pensionable employment a one off payment called a short service incapacity grant may be paid. An application must be made within 6 months of leaving pensionable employment.
9. Ill-health benefits are not payable where the pensionable employment ceased on or after 1 April 1997 and the Secretary of State has notified the person in writing that he has or is considering the exercise of his powers under Section 142 of the Education Act 2002 i.e. barring on grounds of misconduct that the Independent Safeguarding Authority has not included, and is not considering including the person on a barred list; and neither the General Teaching Council for England nor the General Teaching Council for Wales has made a prohibition order in relation to the person on the grounds of unacceptable professional conduct or a conviction (at any time) for a relevant offence.
10. There is a 2 tiered ill-health arrangement. If you are in pensionable employment, apply within 6 months of leaving pensionable employment or apply whilst retaining a contractual relationship with your employer and you are assessed as being permanently incapable of continuing in the profession, your benefits will be calculated based upon the service you have accrued up to your retirement date.
11. If you are assessed as being permanently incapable of continuing in the profession and it is also considered that you are unable to undertake any gainful employment your benefits will be calculated based upon the service you have accrued up to your retirement date but you will also receive enhancement to your service period.
12. If you are no longer in pensionable employment or in a contractual relationship with your employer, or apply outside 6 months of leaving pensionable employment your service will not be enhanced. To qualify for ill-health benefits where you are out of pensionable employment, you must be permanently unable to undertake any gainful employment. Being on a supply list is not considered as being in a contractual relationship.
13. You will be entitled to benefits from whichever is the latest date:
  - + The day immediately after the last day of pensionable service;
  - + The day six months before the date of the last medical report which the Secretary of State used to decide you had become incapacitated; or
  - + The day upon which you became incapacitated. If your life expectancy is less than one year you may request that your ill-health pension is commuted to a one off payment. This would be equal to five times the annual pension.
14. Once you have been granted ill-health benefits you must arrange for active employment to cease immediately. Your employment should be terminated at the earliest possible date. When notification of your final date of service and salary is received your benefits will be processed.
15. If you were a member of the scheme before 1 January 2007 the method of calculating benefits, which will consist of an annual pension and a standard lump sum based on reckonable service and average salary, is as follows:
 
$$\text{Pension} = \frac{\text{Service} \times \text{Average Salary}}{80}$$

The standard lump sum is three times the pension.

If you became a member of the scheme on or after 1 January 2007 your benefits will consist of an annual pension based on reckonable service and average salary. It will be:

$$\text{Pension} = \frac{\text{Service} \times \text{Average Salary}}{60}$$

Under the Pensions (Increase) Acts pensions are increased automatically in April each year, to maintain the link with movements in the cost of living.

You, can access an estimate of your benefits by visiting the TP website at [www.teacherspensions.co.uk](http://www.teacherspensions.co.uk).
16. If you were a member of the scheme before 1 January 2007 and have pensionable employment on or after 1 January 2007 you can convert, part of your pension to increase your lump sum up to 25% of your fund value. The formula for calculating the maximum amount of lump sum that can be paid is as follows:
 
$$\frac{(\text{Pension} \times 20) + (\text{Lump Sum} \times 20/12)}{4.6667}$$

If you joined the scheme on or after 1 January 2007 the formula for calculating the maximum amount of lump sum benefits that can be paid is as follows:

$$\frac{\text{Pension} \times 20}{4.6667}$$

The resulting figure represents 25% of the fund value and is the maximum lump sum you may take. To determine the additional lump sum you may have, you must deduct your actual lump sum from this figure. For each £1 of pension commuted there will be £12 of lump sum paid. Calculations can be undertaken on the TP website, [www.teacherspensions.co.uk](http://www.teacherspensions.co.uk).

17. If you are intending to use 30% or more of your lump sum to increase your pension benefits, this could result in HMRC subjecting the whole of your lump sum to an unauthorised payment tax charge of 40% and a further 15% surcharge if the value of unauthorised payments exceeds 25% of your rights in the scheme. This recycling rule will not affect you if your lump sum does not exceed 1% of the Lifetime Allowance, which is explained later. More information on the recycling rule is available on the TP website, [www.teacherspensions.co.uk](http://www.teacherspensions.co.uk).

18. If you have teaching service in Scotland or Northern Ireland it may be possible to transfer this into the TPS, to be included in the calculation of your pension benefits. If you are recorded as having an NPA of 65 in the TPS, but had an NPA of 60 in relation to your teaching service in Scotland or Northern Ireland prior to 1 January 2007, you may be entitled to NPA 60 service in the TPS. Please include a letter from SPPA or DENI confirming the last day of service in their scheme and the NPA recorded.

19. **The average salary** is the salary used to calculate your benefits when you retire. The way it is calculated depends on when you retire. If you left service before 1 January 2007 it is the highest amount of full salary for any consecutive 365 days of reckonable service, whether continuous or not, during the last three years of reckonable service. In any other case the better of the following calculations will be used:

- + the salaries for the last ten years are increased to current day values using factors provided by HM Treasury. The average of the best consecutive three years re-valued salaries in those ten calendar years is used;
- + or the pensionable salary received in the last 12 months before the date of retirement.

20. **Salary restriction** - The salary used to calculate your retirement benefits may be restricted if your salary is increased by more than £5,000 or 10%, whichever is the greater. The figure of £5,000 will be increased annually in line with factors provided by HM Treasury. NB. This restriction only applies where the better average salary calculation is based on the pensionable salary in the last 12 months before retirement. If the average salary is restricted, unused contributions will be refunded and your employer also has the option to purchase additional pension within 6 months of leaving employment, up to the maximum allowed.

21. If you have or have had more than one employer within the last three years please provide their names and addresses on a separate sheet together with the periods of employment with each employer.

22. If you have a pension sharing or earmarking order or agreement made by a court against your pension entitlement, your benefits will be reduced in line with that order or agreement.

23. If you are paying for past added years or additional pension and you declared at the time of the election that you were in good health you will be excused any payments due up to normal pension age. You will be credited with the corresponding additional service or additional pension. If your past added years election would have continued beyond age 60 you can choose to pay for those extra years by deduction from your lump sum. If your lump sum is insufficient to cover the full cost you can make a payment for the outstanding balance. If you are paying additional contributions for family benefits any contributions due up to the age of 60 will be excused but contributions due after

that date will be deducted from the lump sum. If you have any other outstanding contributions these will be deducted from your lump sum.

24. Any return to teaching/lecturing or other employment that is pensionable in the TPS, will result in the immediate loss of your pension. Pension entitlement will cease immediately and will not automatically be restored if the employment ceases.

Any pension overpaid will be recovered. If you intend to return to work, employers must satisfy themselves about your medical fitness. You must inform TP if you undertake any employment and should contact TP before the start date.

If you are in receipt of an enhanced pension and take up any employment your enhanced pension may cease. You should contact TP before you undertake any employment.

25. **Lifetime Allowance** - The Finance Act 2004 introduced a single tax regime that will apply to all UK tax privileged pensions from 6 April 2006. This introduced a "Lifetime Allowance", which is the total allowable value of benefits (both pension and lump sum) from all registered pension schemes. This excludes pensions payable from the state. The Lifetime Allowance (LTA) is £1,800,000 until 5 April 2015.

To assess whether you are affected the following formula should be applied to your benefits:

$$\frac{(\text{Annual Pension} \times 20) + \text{Lump Sum}}{\text{Lifetime Allowance}} \times 100 = \text{LTA\%}$$

If the percentage exceeds 100% you will be liable for the LTA charge unless you have a transitional protection certificate.

If an LTA charge is due, then TP will account for this by reducing your benefits.

26. **Please ensure that you have completed all relevant parts of the form before signing the declaration. Without your signature and the date, the application is invalid and we cannot proceed with your claim.** If you are out of service, please return the form with all medical evidence to TP.

27. Where we hold your e-mail address, we will use this to communicate with you. We will acknowledge receipt of your application form either by letter, email or SMS text. Please try to avoid enquiring about the progress of your award, as this can cause delays in processing. You may monitor the progress of your case in 'Track my Case' on the website. If your application is successful, notification of your retirement benefits will be posted in the secure area of the website via 'My Pension Online'.

28. **Data Protection Act 1998.**

The DfE will use any information you provide in connection with the TPS for the purpose of administering and operating the TPS and paying benefits under it. This may include passing details to third parties that are involved in the administration and operation of the scheme. The DfE may also use your data for administrative purposes in line with its data protection notification. In order to fulfil its duty to protect public funds, the DfE may use information it holds to prevent and detect fraud. The DfE may also share such information, for the same purpose, with other organisations that handle public funds.

**Where there is any difference between the legislation governing the Teachers' Pension Scheme and the information in this leaflet, the legislation will apply.**