

Advice Note: 02022026 – FTR56 Eligibility and New Information recording within NDelius.

Contents:

Introduction	1
Background	1
Who it will apply to:.....	1
Who it will not apply to:.....	1
Exclusion criteria	2
Conversion from FTR to Standard	2
Eligibility check.....	3
For FTR56 Tranche cases.....	3
Post 31 March 2026 Process.....	5
Recall Upgrade Request.....	5
Signification Risk Test	8
Contacts.....	9

Introduction

This Advice Note provides all Probation Staff on FTR56 recording within NDelius.

Background

The Sentencing Bill mandates the use of Fixed Term Recall (FTR) for the majority of Standard Determinate Sentence (SDS) cases who do not meet the exclusion criteria.

It replaces the previous fixed terms of 14 and 28 days with a new 56-day period. It standardises this for all SDS regardless of sentence length.

Who it will apply to:

- **Retrospectively to existing recalled prisoners serving a Standard Recall before 31st March 2026.**
- Those unlawfully at large on 31st March 2026 after a Standard Recall
- **All new SDS recalls on or after 31st March 2026**

Who it will not apply to:

- Those already serving a Fixed Term Recall, (they remain on a 14 or 28 day recall).

Exclusion criteria

An SDS recalled case is mandated to receive a FTR unless they meet any of the following exclusion criteria:

- Managed at **MAPPA Level 2 or 3** at the **point of recall**
- Recalled on account of being **charged with an offence**
- Serving a **Sentence for Offenders of Particular Concern (SPOC)**
- **Repatriated to the UK following a sentence for murder**
- Are **MAPPA category 4**
- Convicted of **specified national security offences** or assessed as at **risk of involvement in foreign power threat activity**
- Are serving a sentence for a **terrorist or national security offence**
- Those serving **Indeterminate, Life or Extended sentences**
- Those serving only **youth sentences**

For more detailed explanations of the exclusion criteria please refer to the FTR =56 Probation Operational Guidance.

Conversion from FTR to Standard

There are two routes by which a recalled prisoner who does not initially meet the exclusions can be converted back to a Standard Recall:

- Where '**new information**' is received, during the recall period, that the prisoner has been charged with a further offence, is now MAPPA Level 2 or 3 or Category 4 or poses a national security risk or:
- Via a new power the '**Significant Risk Test**' which determines that a prisoner is not suitable for automatic release where it can be evidence that they present a significant risk of harm and meet the Significant Risk Test criteria and threshold. **This test is intended to be used only in exceptional circumstances.**

Practitioners will be notified by prisons of cases that provisionally meet the criteria for the new 56-day fixed term recall. An '**Annex B – COM Notification and New Information**' will be emailed to the practitioner and the PDU functional mailbox requesting information to establish whether the case meets any of the exclusion criteria.

Eligibility check

For FTR56 Tranche cases

On receipt of Annex B - COM Notification and New Information report from prison, practitioners should complete within 2 working days.

Once completed a contact of '**Annex B complete**'

1. Find person
2. Navigate to Recall Sentenced event
3. Select Contact List
4. Click 'Add Contact'
5. Relates to = **Custody sentence**
6. Contact Category = **Recall**
7. Contact Type = **Annex B Complete**

Add Contact Details

Relates To: *

Event 12 - ORA Adult Custody (inc PSS) (30 Weeks)

▼

Contact Category: *

Recall

▼

Contact Type: *

Annex B Complete

▼

Description:

Alert?: *

No

▼

Date: *

12/12/2025

Start Time: *

16:36

Provider: *

ZZ BAST Public Provider 1

▼

Team: *

National Admin

▼

Location:

[Please Select]

▼

Officer: *

NPS - External Organisation)

▼

Contact Outcome: *

[Please Select]

▼

Sensitive Contact?:

[Please Select]

FTR - Eligible

FTR - Not Eligible

Notes:

FTR - Not Eligible

Figure 1 - Add Contact screen

8. Enter Date and Time the document was completed.
9. Enter Provider, team and officer of the person completing the report - will default to the current COM
10. Enter Contact Outcome: Eligible; Not Eligible; Converted back – new info.
11. Enter Notes where applicable
12. Click '**Update**'
13. Select 'Document button'
14. Click 'Upload Document'

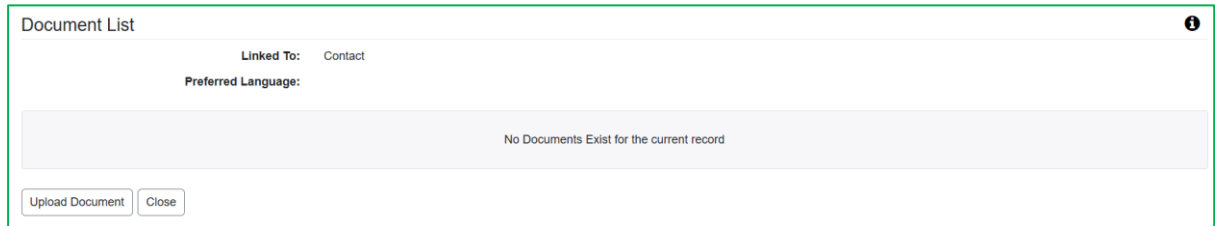
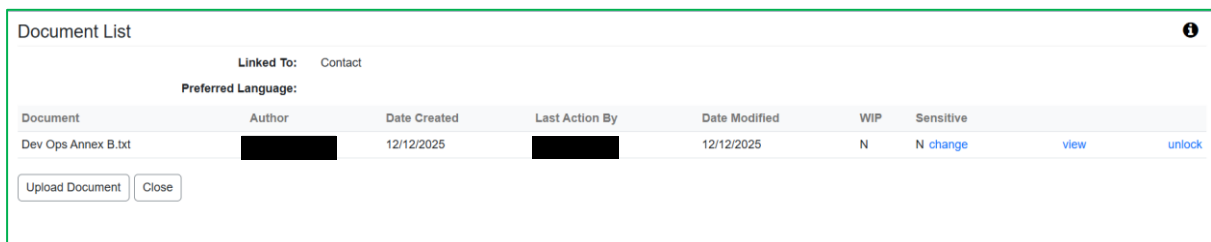


Figure 2 - Document List screen

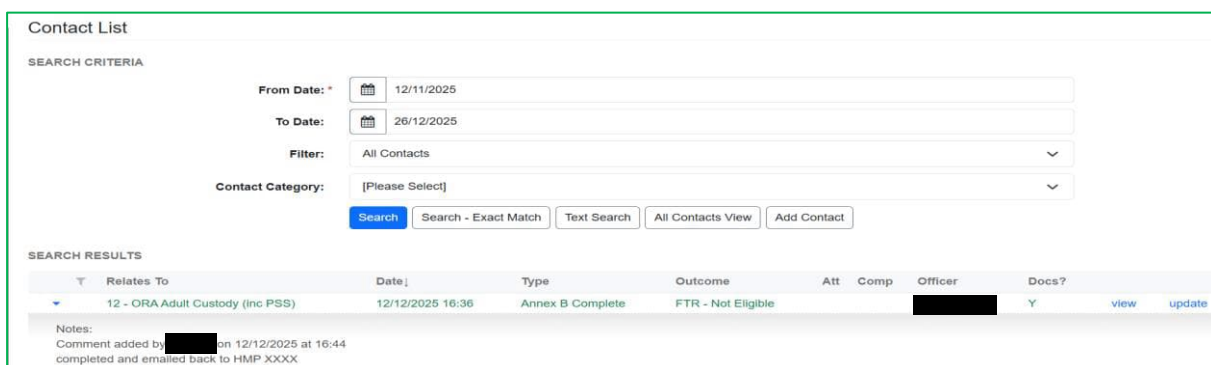
15. Enter Filename – Name of Person Annex B
16. Click Browse. – find your locally saved completed document.
17. Click 'Upload Document'



Document	Author	Date Created	Last Action By	Date Modified	WIP	Sensitive	
Dev Ops Annex B.txt	[REDACTED]	12/12/2025	[REDACTED]	12/12/2025	N	N change	view unlock

Figure 3 - Document List screen

18. Close
19. Save



Relates To	Date	Type	Outcome	Att	Comp	Officer	Docs?	
12 - ORA Adult Custody (inc PSS)	12/12/2025 16:36	Annex B Complete	FTR - Not Eligible			[REDACTED]	Y	view update

Figure 4 - Contact List screen

Ensure the Annex B has been emailed back to the requesting Prison.

If New Information is received after the original Annex B has been submitted, which suggest the prisoner has been charged with a further offence, is now MAPPA Level

2 or 3 or Category 4 or poses a national security risk, either use section 3 on the original Annex B

3. New Information to indicate exclusion changes during recall period – to be completed by Probation to send to PPCS (cc the Prison OMU).

or add another Annex B¹ to the current contact and this must be submitted to PPCS to inform them following the same process as above. PPCS will then determine the recall type.

If the new information leads to PPCS decision to convert the case back to Standard Recall please record the outcome 'Converted Back to Standard'.

Post 31 March 2026 Process

From 31st March 2026, Eligibility will be completed in Consider a Recall service and there is no requirement to add the Annexe B Completed contact

Recall Upgrade Request

Where new information is received post recall that the prisoner has been charged with a further offence, is now MAPPA Level 2/3, or Category 4, or poses a national security risk a 'Recall Upgrade Request Form, should be generated in NDelius and sent to PPCS to via the following recording process:

1. Find person
2. Navigate to contact log
3. Click 'Add Contact'
4. Relates to = **Custody sentence**
5. Contact Category = **Recall**
6. Contact Type = **Recall Upgrade Request (FTR56)**

¹ Request another form from the HMP.

7. Enter Date and Time the document was completed.
8. Enter Provider, team and officer of the person completing the report - will default to the current COM
9. Enter Contact Outcome: **In progress**.
10. Enter Notes where applicable

Add Contact Details

Relates To: *	Event 1 - ORA Adult Custody (inc PSS) (9 Months)	▼
Contact Category: *	Recall	▼
Contact Type: *	Recall Upgrade Request (FTR56)	▼
Description:		
Alert?: *	No	▼
Date: *	 05/02/2026	
Start Time: *	 15:43	
Provider: *	ZZ BAST Public Provider 1	▼
Team: *	National Admin	▼
Officer: *	 (NPS - External Organisation)	▼
Contact Outcome: *	[Please Select]	▼
Include in ViSOR Extract?:	[Please Select] Converted to Standard	
Sensitive Contact?:	In progress Remains Fixed Term	
Notes:		

Figure 5 - Add Contact Details screen

11. Click '**Update**'
12. Select 'Document button'
13. Select '**NAT Recall Upgrade Request Form**' and click 'Create from template'
14. Complete as normal and upload back to NDelius.
15. Close
16. Save the Contact
17. Email document to PPCS Mailbox

Once the response has been received from PPCS.

18. Update the contact and enter the appropriate Outcome = **Converted to Standard or Remains Fixed Term**

Update Contact Details

Relates To:

1 - ORA Adult Custody (inc PSS)

Contact Type:

Recall Upgrade Request (FTR56)

Description:

Alert?: *

No

Date: *

05/02/2026

Start Time: *

15:43

Provider: *

ZZ BAST Public Provider 1

Team: *

National Admin

Officer: *

NPS - External Organisation)

Contact Outcome:

Converted to Standard

Include in VISOR Extract?:

[Please Select]

Sensitive Contact?:

Converted to Standard

Sensitive Contact?:

In progress

Sensitive Contact?:

Remains Fixed Term

Previous Notes:

Figure 6 - Update Contact Details screen

19. Enter notes if required
20. Save

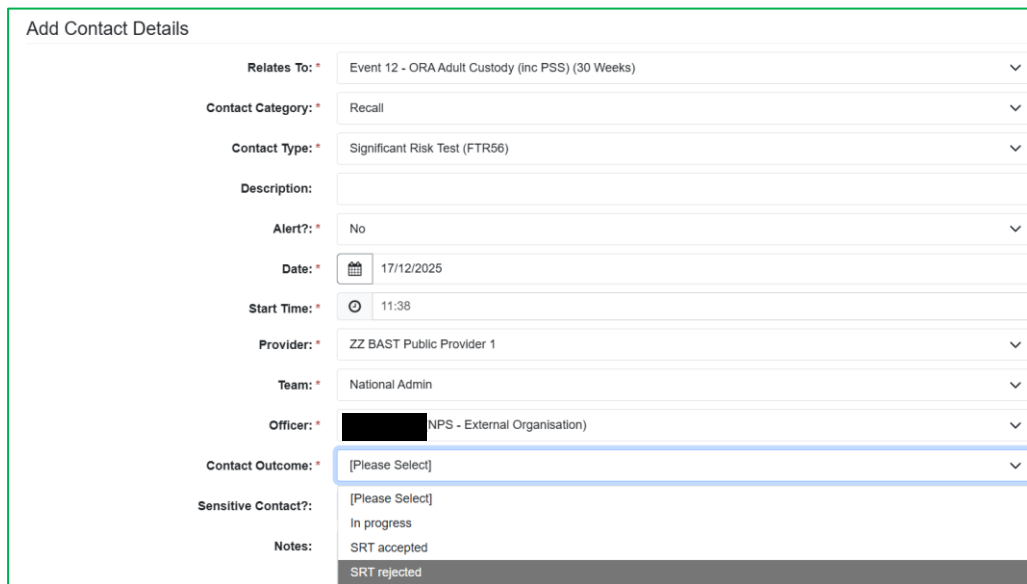
Relates To	Date	Type	Outcome	Att	Comp	Officer	Docs?
1 - ORA Adult Custody (inc PSS)	05/02/2026 15:43	Recall Upgrade Request (FTR56)	Converted to Standard				N view update

Figure 7 - Contact Log entry

Signification Risk Test

Where there are grounds to believe there is an imminent risk of serious harm if the prisoner is released at the automatic 56-day point. The practitioner must evidence that they meet the significant test threshold by completing the application via the following process:

1. Find person
2. Navigate to contact log
3. Click 'Add Contact'
4. Relates to = **Custody sentence**
5. Contact Category = **Recall**
6. Contact Type = **Significant Risk Test (FTR56)**
7. Enter Date and Time the document was completed.
8. Enter Provider, team and officer of the person completing the report - will default to the current COM
9. Enter Contact Outcome: **In progress**.
10. Sensitive Flag = defaults to Yes



Add Contact Details

Relates To: *	Event 12 - ORA Adult Custody (inc PSS) (30 Weeks)
Contact Category: *	Recall
Contact Type: *	Significant Risk Test (FTR56)
Description:	
Alert?: *	No
Date: *	17/12/2025
Start Time: *	11:38
Provider: *	ZZ BAST Public Provider 1
Team: *	National Admin
Officer: *	NPS - External Organisation)
Contact Outcome: *	[Please Select]
Sensitive Contact?:	[Please Select]
Notes:	SRT accepted SRT rejected

Figure 8 - Add Contact Details screen

11. Enter Notes where applicable
12. Click 'Update'
13. Select 'Document' button
14. Select '**NAT Significant Risk Test Application**' and click 'Create from template'
15. Complete as normal and upload back to NDelius.
16. Close
17. Save the Contact

Guidance on the application and criteria can be found in Significant Risk Test guidance [Significant Risk Test - operational guidance.docx](#)

On receipt of the decision/response from PPCS the Contact Outcome should be recorded.

18. Update the Contact
19. Select the appropriate outcome: **SRT Accepted** or **SRT Rejected**.
20. Add notes where appropriate
21. Save

SEARCH RESULTS									
	Relates To	Date	Type	Outcome	Att	Comp	Officer	Docs?	
▶	12 - ORA Adult Custody (inc PSS)	17/12/2025 11:38	Significant Risk Test (FTR56)	SRT rejected				N	view update

Figure 9 - Contact Log Entry

Contacts

For queries relating to the operational practice described in this process please contact: Central Operations Support (COS), Probation Operations Directorate (POD) or PPCS [REDACTED]

For queries relating to the process described in this Advice Note please contact: [REDACTED]