



Tuition  
extra

# Admissions Policy

**Date of Approval:** 22/11/2023

**Signed:** Angela Hughes  
**Position:** Head of Education

**Next review:** 10/05/2024

Tuition Extra Ltd specialises in providing tailor-made education to children and young adults with complex needs. Our service is designed to cater to those who are at risk of exclusion from school or unable to engage with mainstream education. A significant proportion of our students have EHCPs, and we currently educate over 200 students. Our bespoke education is provided in various settings, our offices, pupils' homes, schools, and the community. We pride ourselves on creating a safe and progressive environment for those who haven't engaged with more formal education.

Our unique ability to focus on specific needs has resulted in positive outcomes for our students, and our impact evaluations are available upon request. With our varied curriculum and settings, we aim to provide the best possible care to each of our students. Our track record in improving attendance and progression outcomes is a testament to our dedication.

We accept referrals from various agencies, schools, and parents, but primarily from the Local Education Authority. Students are referred to us because their needs cannot be met effectively at mainstream schools or similar establishments.

Our curriculum is broad, balanced, and tailored to meet statutory requirements while maintaining the ethos of providing choice to the young person. We pride ourselves on being non-discriminatory and welcome students irrespective of their gender, race, religion, ethnic or national origins, disability, or special educational needs. Each placement request is considered on an individual basis, and our Admissions Policy is aligned with the Equality Act (2010) and Keeping Children Safe in Education (KCSIE). We understand that the admissions process can be complex, and we strive to make it as smooth and stress-free as possible.

<b>Purpose</b>	Tuition Extra have formulated this policy to ensure that the service admits those students whose needs, as identified in their EHC plan, can be met effectively and in doing so maximises the potential to make progress in all aspects of their development and to provide information on how we make our decisions so that you have clarity in the process before undertaking it.
<b>Service Information</b>	Address: 8 Roper Yard, Roper Road, Canterbury CT27EX Telephone Number: 01227 935773 Email Address: <a href="mailto:info@tuition-extra.co.uk">info@tuition-extra.co.uk</a> Website Address: <a href="http://www.tuition-extra.co.uk">www.tuition-extra.co.uk</a> Classification: Employment Business Ages: 05- 25 yrs. Year Groups: R-14 plus adult learning Primary Needs: Complex, SEMH, SpLD, SLCN, P&S

	Contact Details: Angela Hughes (Head of Education) Profile of student likely to be placed: <b>We will consider all needs types.</b>
<b>Admission Criteria</b>	<p>Admission referrals for Tuition Extra are based on a student's EHCP or Annual Review recommendations, as approved by the LEA. Additionally, we accept referrals directly from schools and parents. All admissions take account of the need to provide education appropriate to age, ability, aptitude and additional educational needs (AEN). Students can be admitted at any time of year. Where a request for admission is received, and there is a place available within the service, the following criteria will be applied;</p> <ul style="list-style-type: none"> <li>● There is a suitably qualified tutor availability within the appropriate year group/ Key Stage</li> <li>● Including an additional student in the learning facility will not cause any negative impact on the quality of education provided to the other students, nor will it cause any inefficiency in the utilisation of resources.</li> <li>● There is evidence from professionals that the student will benefit from access to our service.</li> <li>● Student, parent / carer and where appropriate social worker, school representative express commitment to the placement.</li> </ul>
<b>Refusal of Admission</b>	<p>The Management Team reserves the right to refuse admission in the following cases:</p> <ul style="list-style-type: none"> <li>● We are fully subscribed</li> <li>● Where the admission of a student would compromise the Health and Safety of students and/or staff within the service</li> <li>● Where admission would not be compatible with the efficient and effective education of other</li> </ul>
Legislation In formulating our Admissions Policy	<p>We have considered the following legislation:</p> <ul style="list-style-type: none"> <li>● The Education (Independent School Standards) (England) Regulations 2015</li> <li>● Equality Act (2010)</li> <li>● Education Act 2011</li> <li>● SEN Code of Practice 0-25 (2015)</li> <li>● Children and Families Act 2014</li> </ul>
Roles and	Admissions decisions are made jointly between members

Responsibilities	<p>of the Senior Management Team. It is our responsibility of to:</p> <ul style="list-style-type: none"><li>● Formulate student profiles and make these available to relevant staff</li><li>● If appropriate, ensure education / behaviour management plans / risk assessments, which identify effective strategies, are in place and regularly monitored and reviewed</li><li>● Ensure appropriate resources are available to meet identified needs</li><li>● Respond to any changes in legal requirements and to propose amendments to the policy as appropriate</li></ul> <p>The Senior Management Team will look objectively at every referral received. In considering the appropriateness of placement they will consider the dynamics of the existing students in our settings, available and suitably qualified tutors, potential identified risks and the service's ability to safely manage these.</p> <p>Once a referral has been received the following steps will be taken:</p> <ul style="list-style-type: none"><li>● We will ensure that the young person meets the criteria for admissions that we have set out.</li><li>● We will forward referral paperwork to the tutor.</li><li>● The tutor will accept and then coordinate an initial meeting with the young person and their parent/carer.</li></ul> <p>Once we decide to progress, we will expect the young person to participate in sessions with their matched tutor(s).</p> <p>If we determine that we are not a suitable placement, we will provide a response following careful consideration.</p>
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