



Tuition
extra

Special Educational Needs and Disability Policy

Date of Approval: 01 October 2024

Signed: Holly Wilkie

Position: Group SENDCo

Last reviewed: January 2023

Next review: September 2025

Mission Statement

At Tuition Extra we believe that we should meet the needs of all children and young people from their own unique starting points. We are an inclusive provision and believe that all children and young people should have the opportunity to flourish.

Aims and Objectives

The aim of this policy is to outline our practices under the regulations for working with young people with SEND, and to demonstrate all aspects of our SEND provision in an open manner, allowing for consultation from those external to the provision.

We want all students to receive a standard of education that allows them to pursue their aspirations without prejudice, and as such this policy will demonstrate the means by which we can support this.

We have high expectations and aspirations for all students and focus on positive outcomes for young people.

Our objectives are:

1. To respect all children and young people (CYP) as individuals.
2. To take time to understand the unique SEND needs of CYP and put together highly bespoke and tailored packages, this supports educational and wider holistic needs.
3. To provide a Special Educational Needs Co-ordinator (SENCO) who will be a point of reference for partners, parents/carers and tutors.
4. To provide support and advice for all tutors working with Special Educational Needs students, as well as regular CPD and ongoing training opportunities.

Our Provision

Tuition Extra provides educational and holistic tuition services to students from age 5 to 25. This is predominantly offered on a 1:1 basis and on occasion in very small groups. We predominantly work with students with a range of complex additional needs, although CYP do not have to have SEND needs to attend Tuition Extra. The vast majority of CYP have an Education, Health and

Care Plan (EHCP), however, this is not a condition of attending our service.

Tuition Extra believes that it is essential to take a holistic approach to our provision and to understand the wider contexts that impact on young people as learners. It is of paramount importance to all staff at Tuition Extra that our students reach their full potential and we are ambitious about their future outcomes.

Reasonable Adjustments

As part of the induction procedure and ongoing CPD all tutors are aware of strategies to make “reasonable adjustments” within their sessions so as to not to place disabled pupils, and those with additional needs, at a substantial disadvantage in accessing their education. We remove barriers and have aspirational outcomes and onward pathway planning.

This is done without prejudice and preconceptions.

Identifying the need for additional support

Where a need is identified the tutor will have a meeting with the SENDCo and alternative strategies, resources and training needs will be discussed and agreed. Following this, if concerns remain, we can support accessing focused assessments, signposting to relevant agencies and referrals to external service providers.

Addressing Training Needs

Tutors will be encouraged to participate in on-going professional development to enhance their understanding of strategies to identify and support vulnerable students and their knowledge of the SEN most frequently encountered.

Tuition Extra offers 2 CPD sessions a year for all our tutors. These always include a SEN focus as we recognise the need for our tutors to have current knowledge in this area. Tutors can also request individual training depending on the needs of their pupils and the SENDCo can recommend appropriate and relevant courses for the tutors to attend.

Storing and Managing Information

All documentation in relation to students with SEN is stored securely by Tuition Extra. Only authorised people have access to the files and their contents, the only exception being if it is felt that the confidence of that information could adversely affect the wellbeing of a pupil, for example, where there are concerns around possible child protection issues. For further information please see the Safeguarding Policy.

When young people leave Tuition Extra the pupils files will be passed onto the new setting. After 1 year, of the young person leaving Tuition Extra we will delete pupil records and tutor reports and tutor reports.

Related Documents

- Alternative Provision: Statutory guidance for local authorities (DfE:2013)
- Equality Act (2010)
- SEND Code of Practice 0 – 25 (January 2015)
- Tuition Extra Safeguarding Policy
- Tuition Extra Exams Policy (Access Arrangements)
- KCC Local Offer