

Admissions Policy



Date of Approval: 01/08/2026

Signed: Ruth Minhall

Position: CEO

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Aims

Tuition Extra Ltd is a specialist independent tuition provider specialising in delivering high-quality tailor-made education to children and young people (CYPs), with a particular focus on supporting students with Special Educational Needs and Disabilities (SEND). We are dedicated to creating an inclusive and supportive learning environment. Please refer to our **'Education, Curriculum, Subjects, Pathways and More'** document for detailed information about our wider curriculum offer.

Our service is designed to cater to those who are unable to engage with mainstream education or are at risk of exclusion from school. A significant proportion of our students have an Education, Health and Care Plan (EHCP), and we currently educate over 200 students. Our bespoke education packages are provided in various settings: our offices; our farm; students' homes; schools and the community. We pride ourselves on creating a safe and progressive environment for those who have struggled to engage 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/carers, but primarily from the Local Authority (LA). 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 CYP. We pride ourselves on being non-discriminatory and are committed to treating all applicants and their families/carers with courtesy, respect, and sensitivity, and to ensuring that admissions

decisions are made in the best interests of each CYP. We are committed to equal treatment for all and therefore have a zero-tolerance to racism or any other type of prejudice. We recognise we have an important role to play in sending a message that prejudice in all its forms can never be tolerated. To this end, we promote a culture of non-discrimination. We welcome students irrespective of their sex, sexual orientation and gender reassignment, race, religion or belief, ethnic or national origins, cultural background, disability, 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) 2026.

We understand that the admissions process can be complex, and we strive to make it as smooth and stress-free as possible.

Purpose

Tuition Extra have formulated this policy to ensure that the service admits those students whose needs, as identified on their referral form and/or in their EHCP, 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.

Legislation and Statutory requirements

This policy has been prepared to meet the service's responsibilities under:

- The Education (Independent School Standards) Regulations 2014 (as amended) including Part 3 Welfare, Health and Safety of Pupils and Part 6 Provision of Information)
- Equality Act 2010 (prohibiting discrimination on protected characteristics such as disability, race, religion, sex)
- Education Act 2011
- Children and Families Act 2014
- Special Educational Needs and Disability (SEND) Code of Practice: 0 to 25 years (January 2015, GOV.UK page updated September 2024)
- UK General Data Protection Regulation (UK GDPR) Data Protection Act (2018)
- Human Rights Act 1998 (including Article 2 of Protocol 1: Right to Education) (especially Article 2 Protocol 1 – right to education)
- Keeping Children Safe in Education (DfE, 2026)
- Working Together to Safeguard Children (HM Government, latest version)
- Education Act 1996 (general right to education provisions)
- Childcare Act 2006
- Education and Skills Act 2008

This policy has regard to the following guidance and advice:

- Children Missing Education (DfE, updated September 2025). The service will work with commissioners, local authorities, schools and families to identify and respond to children missing education and children at risk of becoming missing from education.
- Working Together to Improve School Attendance (statutory guidance, current version)
- Alternative Provision: Statutory guidance for local authorities, schools and alternative provision providers (DfE, current version). Tuition Extra recognises that where children and young people are placed through alternative provision arrangements, safeguarding responsibilities remain shared and appropriate information will be exchanged with commissioners, schools, local authorities and other relevant agencies to promote the welfare and safety of learners.
- Technical guidance for schools in England (Equality and Human Rights Commission, September 2023)

In considering the appropriateness of placement, Tuition Extra will consider safeguarding, welfare, attendance, health, online safety and any known risks to the child, other learners, staff or the wider community. This includes risks associated with technology, social media, online activity and AI-enabled harm where relevant. Appropriate risk assessments will be completed prior to admission where required.

Monitoring Arrangements

The selection criteria and admissions process are determined and reviewed regularly by the CEO and Leadership Team.

Service Information

Address	8 Roper Yard, Roper Road, Canterbury CT2 7EX
Telephone Number	01227 935773
Email Address	reception@tuition-extra.co.uk
Website Address	www.tuition-extra.co.uk
Classification	Employment Business
Ages	05- 25 yrs
Year Groups	R-14 plus adult learning
Primary Needs	Cognition & Learning Communication & Interaction Social, Emotional & Mental Health Sensory & Physical

	Complex and co-occurring ASC, ADHD, SpLD, SLCN, EBSA
Contact Details	Ruth Minhall (CEO) ruth@tuition-extra.co.uk Penny McDonnell (Referrals' Officer) referrals@tuition-extra.co.uk
Student Profiles	We will consider all need types

Admission Criteria and Allocation of Places

Admission referrals for Tuition Extra are based on a student's EHCP or Annual Review recommendations, as approved by the LA. Additionally, we accept referrals directly from schools and parents/carers. All admissions take account of the need to provide education appropriate to age, ability, aptitude and SEND. 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:

- There is a suitably qualified tutor available within the appropriate year group/ Key Stage
- 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
- There is evidence from professionals that the student will benefit from access to our service
- Student, parent/carer and where appropriate LA case worker, social worker and/or school representative express commitment to the placement

The Referrals' Officer and Leadership Team will look objectively at every referral received. In considering the appropriateness of placement we 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.

All admissions decisions are informed by safeguarding considerations. Tuition Extra will assess whether it can safely meet the needs of the child or young person and maintain the safety and welfare of existing learners and staff. This includes consideration of any identified safeguarding concerns, risk assessments, online safety risks, attendance concerns and any relevant information provided by parents/carers, schools, local authorities or other professionals. Admissions decisions will be made in accordance with Keeping Children Safe in Education 2026 and other relevant safeguarding guidance. We ensure safeguarding and online safety considerations are taken into account during the admissions process and that relevant information is shared appropriately in accordance with safeguarding and data protection

requirements.

Referrals Process and How to Apply

1. Email referrals@tuition-extra.co.uk to request a Referral Form
2. Complete Referral Form with all relevant additional paperwork and send back to referrals@tuition-extra.co.uk
3. Tuition Extra will aim to respond within one week with an acceptance (ensuring that the CYP meets the criteria for admissions) or decline (If we determine that we are not a suitable placement, we will provide a response following careful consideration)
4. If placement is accepted, confirmation of funding is requested in writing
5. Once we have received confirmation of funding, a suitable tutor will be allocated, and Tuition Extra will liaise with the referrer to give information on referral progress
6. Tutor agrees placement and Tuition Extra share relevant student paperwork with allocated tutor via our internal 'portal' to remain GDPR compliant
7. Tutor will contact family/carers to arrange initial 'meet & greet'
8. Tutors manage their own timetables and liaise directly with families/schools
9. Lessons commence at a mutually convenient time
10. Once we decide to progress, we expect the young person to participate in sessions with their matched tutor(s).

Maypole Farm

Once a referral has been received for Maypole Farm, the CYP and parents/carers are invited for an initial visit and a tour to assess suitability for both parties.

Refusal of Admission

The Leadership Team reserves the right to refuse admission in the following cases:

- We are fully subscribed
- Where the admission of a student would compromise the health and safety of students and/or staff within the service
- Where admission would not be compatible with the efficient and effective education of others

Roles and Responsibilities

Admissions decisions are made jointly between the Referrals' Officer and members of the Leadership Team. It is our responsibility to:

- Formulate student profiles and make these available to relevant staff
- If appropriate, ensure education/behaviour management plans/risk assessments,

which identify effective strategies, are in place and regularly monitored and reviewed

- Ensure appropriate resources are available to meet identified needs
- Take our responsibilities regarding safeguarding extremely seriously and have processes in place to log, action and monitor concerns using 'CPOMs'. We work closely with CYPs, families, caseworkers, social workers and any other outside agencies when appropriate
- Respond to any changes in legal requirements and to propose amendments to the policy as appropriate
- Work within our GDPR responsibilities
- When requested, we provide attendance and progress data
- Ensure safeguarding and online safety considerations are taken into account during the admissions process and that relevant information is shared with staff on a need-to-know basis in accordance with safeguarding and data protection requirements.