

Referral Policy

Status: Statutory

Date Approved: September 2026

Review Date: September 2027

Team Responsible: SLT Team

Policies are approved and ratified by the Senior Leadership Team and the approval of policies are recorded within the minutes of the meetings.

1. Purpose

This policy sets out how Be My Tutor manages referrals from schools, local authorities, and other commissioners for online alternative provision (AP). It ensures all placements are appropriate, safe, and effective in supporting children and young people who are unable to access full-time mainstream education.

2. Scope

This policy applies to all referrals for pupils of compulsory school age who require short-term or part-time education delivered online. Referrals are typically made for pupils with medical needs, school avoidance, mental health challenges, SEND, or as part of a managed transition.

We work to re-engage students in their full time education and so our tuition is time limited.

3. Principles

- **Child-centred:** The best interests and welfare of the pupil guide all decisions.
- **Safeguarding first:** All referrals are risk-assessed to ensure safe participation in online learning.
- **Quality of education:** Provision aligns with the National Curriculum where appropriate, supports reintegration, and is reviewed regularly.
- **Time-limited and purposeful:** Referrals are made with clear objectives, agreed duration, and reintegration plans.
- **Collaboration:** Effective communication with commissioners, parents/carers, and professionals is central.

4. Referral Process

1. **Initial Enquiry** – Commissioners contact Be My Tutor via secure referral form or email.
2. **Referral Form** – Commissioners provide key details: pupil profile, needs, risks, safeguarding information, EHCP status, learning objectives, and desired outcomes.
3. **Review & Risk Assessment** – Be My Tutor assesses suitability for online delivery, safeguarding considerations, and matching with a qualified tutor/mentor.

4. **Agreement of Provision** – A service level agreement (SLA) is drawn up confirming hours, subjects, mentoring, start date, review points, and exit plan.
5. **Induction** – Pupil and family receive onboarding, safeguarding guidance, and digital access instructions.
6. **Delivery & Monitoring** – Tutors deliver provision; attendance, progress, and wellbeing are tracked weekly.
7. **Review** – Progress reports shared half-termly with commissioners; adjustments made as needed.
8. **Exit/Transition** – Planned reintegration or onward transition supported, with final report provided.

5. Safeguarding & Data Protection

- All referrals must include safeguarding contacts and risk information.
- Tutors are DBS-checked and trained in safeguarding and online safety.
- Be My Tutor follows GDPR and maintains secure handling of pupil data.

6. Roles & Responsibilities

- **Commissioners:** Provide accurate referral information, maintain overall responsibility for pupil's education, and review placements.
- **Be My Tutor:** Deliver safe, high-quality provision, monitor progress, and share timely updates.
- **Parents/Carers:** Support pupil engagement and liaise on attendance/wellbeing.

7. Complaints & Escalation

Concerns should first be raised with Be My Tutor's Designated Safeguarding Lead (DSL) on info@bemytutor.co.uk. If unresolved, complaints can be escalated to the Director of Provision and, if necessary, the commissioning body.

8. Copy of Be My Tutor Referral form

When complete, please email this form back to

info@bemytutor.co.uk

Student Details	
Student's Name (first and last) and Year Group	
Family/carer contact details Include telephone and email contacts, if possible	
Teaching Requirements	
Required number of term time teaching hours per week. Please add preferred times of lessons	
Desired start date and anticipated end	
Subjects requirements	
Assessment and SEND information	
Information regarding the student's current academic levels and SEND	
EHCP Status	Does the student have an EHCP?
Contact and Communication details	
Email contacts for lesson reports, lesson links and daily attendance reports	Contact name: Email address: Contact number:
Contact details for invoice	Contact name: Email address: Contact number:

Please send all referrals to info@bemytutor.co.uk A confirmation of receipt of referrals will be sent once this is received.