

Admissions Policy

Status: Core

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. Introduction

Be MY Tutor is committed to providing high-quality, inclusive, and accessible online alternative education. This policy operates within the scope of the Education Act 1996 (Section 19), the Equality Act 2010, and the Procurement Act 2023, ensuring our process supports the Local Authority's statutory duty to provide suitable education.

2. Purpose of the Policy

This policy sets out the principles and procedures for admitting students to Be MY Tutor. It ensures that admissions are transparent, fair, and non-discriminatory, providing equal opportunities to all learners.

3. Eligibility and Referral

Admission to Be MY Tutor is by referral only - please see the referrals policy. Referrals may be made by schools, local authorities, educational psychologists, social services, or other professional agencies. This ensures that we can assess each learner's needs and provide appropriate support.

4. Admissions Criteria

Admission decisions are based on a RAG-rated (Red, Amber, Green) assessment of our service capacity and student needs:

- **Suitability:** We assess alignment with specific SEND or SEMH requirements, reintegration support needs, or barriers to access.
- **Availability:** We maintain an up-to-date availability tracker. Priority is given to existing contractual commitments.
- The ability to provide necessary support and resources to enable the student to succeed in a remote learning environment.

5. Admissions Process

Referrals are processed in accordance with the Council's 'Call-Off' mechanisms.

1. **Referral Submission:** A referral form must be completed by a professional familiar with the student's needs.
2. **Initial Review:** The team reviews the referral to ensure needs align with our support capacity, complying with data-sharing and reporting requirements.
3. **Assessment and Consultation:** Where appropriate, we may conduct an online meeting with the student, parents/guardians, and referring professional to clarify needs and agree on support strategies.
4. **Offer of Placement:** If the student is suitable for the provision, an offer of a place will be made, including an overview of the personalised learning plan.

5. **Admission Confirmation:** Once the referral and all necessary documentation are received and agreed upon, the student's admission is confirmed.

6. Equality and Inclusion

Be MY Tutor is fully committed to the principles of equality of opportunity and complies with the Equality Act 2010. We aim to:

- Ensure no student is disadvantaged on the grounds of protected characteristics.
- Provide reasonable adjustments to meet the individual needs of learners, including those with disabilities or special educational needs.
- Promote a culture of inclusion, respect, and diversity in all aspects of our provision.

7. Withdrawal of Placement

Be MY Tutor reserves the right to review and potentially withdraw an offer or placement if information provided in the referral is found to be intentionally misleading, or if the provision is no longer able to meet the student's safety or educational needs.

8. Review and Appeals

Appeals against an admission decision must be submitted in writing within 10 working days of the decision notification. The Head of Provision will acknowledge the appeal within 3 working days and provide a formal response or decision review within 15 working days. This process is distinct from any formal complaints procedure regarding the commissioning process.

9. Policy Review

This admissions policy will be reviewed annually to ensure it remains up to date, fair, and compliant with legislation. Any changes will be communicated to referring agencies and stakeholders.

10. Contact Information

For further information about the admissions process, please contact:

Be MY Tutor Admissions Team

Email: info@bemytutor.co.uk

Website: www.bemytutorlocal.co.uk