



MERTHYR TYDFIL
County Borough Council

Cyngor Bwrdeistref Sirol
MERTHYR TUDFUL

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Merthyr Tydfil County Borough Council

Learning Directorate
Cyfarwyddiaeth Dysgu

Special Tuition Service

Policy

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Background

Special tuition is available to provide short-term education for pupils unable, by reason of their medical, psychiatric, psychological or behavioural issues, to attend school. Continuity of education achieved by regular contact and flow of information between the service and the pupil's school is of paramount importance.

Special tuition does not aim to provide a permanent alternative to full time schooling, but rather to reduce difficulties when medical or other reasons result in long term absence from school and essentially to facilitate the return of the pupil to full time education.

Special tuition exists to meet the Local Authority's (LA) statutory responsibility towards pupils who are unable to attend school and seeks to prevent such pupils falling behind with their education.

Special tuition can be allocated at one of four levels

- One-to-one tuition in the home
- One-to-one tuition within a community setting
- Small group tuition (between two and five pupils) within a community setting
- Small group tuition (between two and five pupils) within a school or external provider setting

Aim

The aim of Merthyr Tydfil 's Special Tuition Service is to:

- (a) meet the LA's statutory responsibility towards pupils who are unable to attend school.
- (b) prevent these pupils from falling behind with their schoolwork.
- (c) improve access to quality education.
- (d) reintegrate pupils back into mainstream education at the earliest possible opportunity.
- (e) reduce the risks of under attainment and disengagement; and
- (f) to ensure the successful transition arrangements.

Referral Process

If a pupil is currently attending a mainstream school the referral to this service must originate from an appropriate member of staff at the home school, for example the headteacher of a primary school or head of year from a secondary school who will have followed the procedure as outlined **(Appendix 1)**.

Other agencies, who are concerned about the welfare of a particular pupil and consider that a period of special tuition is appropriate, should initially make contact with the school to discuss their concerns.

Referrals for this service must be accompanied by evidence from either Health (GP, Paediatrics, CAMHS) or the Educational Psychology Service to confirm that the pupil is unable to attend school for one of the following reasons:

- the pupil is medically unfit to attend school for a set period of time.
- the pupil has mental health or wellbeing needs that prevents them from attending school for a set period of time.
- the pupil has been excluded from school for more than 15 days and/or is unable to return to the school at this point due to safeguarding or health and safety risks.

Action required to initiate a referral

If a school / agency is concerned about a pupil:

- with potentially long-term sickness or recurrent bouts of chronic sickness leading to extensive periods of absence.
- who is refusing to attend school.
- who is pregnant and will consequently have an interrupted education pre- and post-delivery.
- who has received a fixed term exclusion in excess of 15 days; or
- who has been permanently excluded.

The school / agency must demonstrate that it has taken all possible steps to address or respond to the situation, but without success. The appropriate agencies must complete the special tuition referral form (**Appendix 2**) and return this to the Special Tuition Co-ordinator (STC).

The referral will be considered at the next appropriate meeting of the Special Tuition Panel for consideration. Further information may then be requested or accessed via:

- Education Inclusion Service
- Inclusion
- Additional Learning Needs
- Education Child Psychologist
- School Support Service (BST/Outreach)
- General Practitioner
- Pediatric Consultant
- CAMHS Consultant
- Social Services Department

If special tuition is proposed the panel will also consider:

- venue for special tuition.
- approximate duration of special tuition.
- appropriate contributions from other agencies as part of an integrated support programme.
- reintegration plan.
- date of next Special Tuition Panel meeting.

In normal circumstances, tuition is agreed for a set period. The STC would take this back to Special Tuition Panel to review and recommend whether or not this is to continue.

School Responsibilities

The school retains the funding for the pupil and will remain responsible for:

- ensuring that **all** parts of the referral form is completed.
- ensuring half-termly work plans are available in all subjects, which the pupil would normally be studying. Successful reintegration will only be possible if the pupil feels confident that they have covered a similar programme of learning to their peer group.
- where possible, the loan of appropriate resource material. These should be itemised and checked off when returned to the school, exceptions would be PE and CDT.
- making arrangements for examinations, tests and assessments.
- assessment of coursework.
- careers interviews.
- work experience placements, if this is appropriate.

- informing all other agencies of any changes or alterations to the agreed plan for special tuition.
- liaising with home tutor and STC, lines of communication, etc.
- completing a risk assessment for pupils.
- the delivery of a broad and balanced curriculum.
- monitoring and actioning for non-attendance matters.
- implementing the agreed programme of reintegration.
- having a designated person for the tutor to liaise with regards to work.
- returning marked work to the pupil.

Tutor Responsibilities

- Liaison with school and STC;
- Completion and submission of monthly timesheets and daily reports, to the special tuition co-ordinator and school (**Appendix 3**);
- Attendance at training sessions;
- Contacting school and arranging to collect work plans where required;
- Liaison with family regarding time and venue of sessions, if they are to take place at home;
- Inform the STC of any concerns regarding the child or provision of the special tuition;
- Ensuring that their professional skills are regularly updated.
- To teach the pupil(s) allocated to the tutor by clearing.

All tutors are allocated planning, preparation and assessment PPA time amounting to 10% of their teaching timetable. This may be accrued over one calendar month but should not be carried over into the following month to allow them to complete the above duties, this also includes tutors that are employed through an agency. Tutors do not have to keep to school hours of 8.45am – 3.30pm, if parents/carers are in agreement, they can be outside of these hours.

Local Authority Responsibilities

- Ensure a suitable, safe environment in which the tutor can work, ensuring there is an appropriate workstation available;
- Ensure that a health and safety assessment is completed for tutors;
- Monitoring the sending of a monthly report to the school outlining the pupil's progress and achievements;
- Attending review meetings;
- Providing opportunities for tutors to receive appropriate in-service training, e.g. Safeguarding.
- Liaising closely with the schools and advisory service, to quality assure the teaching, learning and assessment provided by the service;
- Ensure that there are sufficient opportunities to allow tutors to have PPA Time (Planning, Preparation and Assessment Time), amounting to 10% of their teaching timetable.

A comprehensive Core Programme of training is available for tutors employed by the LA, by prior arrangement with the STC. Tutors not employed by the LA access training arranged by their agency as well as being able to access training within the Merthyr Tydfil Core Programme and exam board training appropriate to their role.

Monitoring Arrangements

The LA will monitor the quality of the provision throughout the academic year. The outcomes of the monitoring will be shared at Special Tuition Panel and with the STC. **(Appendix 5)**.

Parent/Carer Responsibilities

- Provide a quiet place for the lesson, ensuring it is a smoke free and pet free.
- Ensure that the pupil is available and punctual for tuition and that the pupil is appropriately dressed and ready for tuition.
- Notify the Local Authority and tutor, in advance, if the pupil is unavailable for tuition due to illness, medical appointment, etc.
- Contact the Local Authority and tutor if, for any reason, the pupil is unavailable for tuition at very short notice.
- Sign the tutor's timetable after each session of tuition.
- Commit to providing a clear workspace, including a suitable workstation.

Attendance

Attendance in relation to those pupils on tuition will be sent to the school weekly by the STC, for the school to mirror in their records. School should follow up all regular non-attendance matters and confirm actions with the STC so that next steps can be agreed.

Evaluation of the Service

Following the pupil's reintegration into school, the pupils and their parents/carers are requested to complete an evaluation of the process to inform the further development of the Special Tuition Service and to further improve the quality of the service provided to schools and pupils. This will be posted out to parents/carers when tuition ceases **(See Appendix 6 & 7)**.

Withdrawal of Special Tuition

If a pupil fails to attend or make themselves available for tuition on a regular basis without production of an appropriate medical certificate or having a valid reason for absence as determined by the STC, then tuition will cease until a further meeting is convened to establish a way forward. Isolated tuition sessions do not in themselves support a programme of reintegration nor can they give the pupil sufficient confidence to ensure a successful return to school.

Exit Strategy

Once special tuition has been granted by the Special Tuition Panel, the STC will inform the headteacher and Senior Education Welfare Officer (SEWO) of their decision and the agreed date to review the provision. Ideally, the review should take place 6 weeks from the tuition start date, with a view to determining reintegration plans for the pupil back into school. The review should be conducted by a panel member, in consultation with the tutor, the school and any other appropriate agency. The panel member will then report back to the Special Tuition Panel who will decide whether or not further special tuition is appropriate.

Hours of provision

As a minimum, pupils enrolled on the Special Tuition programme, will receive the following:

KS1, KS2 and KS3 - 1 hour per day or 5 hours per week

KS4 - 2 hours per day or 10 hours per week

Tuition for Year 11 pupils will end after their last GCSE.

Finance (Monitoring and Claw backs)

A school's budget is largely dependent on the number of pupils on roll and this number can change during the school year as pupils are educated other than at school (EOTAS).

When a pupil is temporarily removed from a school and educated in such situations as special tuition, the appropriate proportion of the pupil's age weighted pupil unit (AWPU) will also transfer with effect from the day of transfer.

The special tuition budget will be monitored by the Inclusion Manager and the STC and exception reports presented in accordance with the corporate financial management timetable.

Hospital Tuition

The Hospital Education Service exists to offer education to children and young people in hospital due to illness, accident or treatment from a long-term medical condition. When a pupil is removed from a school to be educated in hospital, the appropriate proportion of the pupil's AWPU is also transferred from the school to the LA with effect from the day of transfer.

Health and Safety

All members of staff involved in the delivery of the Special Tuition Service will be expected to access the Local Authority's Lifeline Service. Regularly reports on usage and uptake will be presented to the special tuition coordinator on a monthly basis.

Where appropriate, relevant education inclusion officers will accompany tutors on initial home visits.

