



SEND Tutoring – EOTAS and Private Package Recruitment Policy

Effective Date: 04/12/25

Review Date: 04/12/26

Approved by: lone Inness, Director of SEND Tutoring

Purpose

This policy outlines the terms under which SEND Tutoring recruits and coordinates tutors, mentors, or education coordinators for EOTAS (Education Otherwise Than at School) or privately funded packages. It ensures fairness, transparency, and respect for the time and costs involved in identifying suitable tutors.

Tutor Recruitment and Administration Fee

When a family or Local Authority requests SEND Tutoring to source and recruit a tutor for a package of five hours per week or more, and we do not currently have a suitable tutor available, an administration fee of £175 will apply.

This fee covers:

- Advertising the post across specialist platforms

- Sifting and shortlisting applications,
- Interviewing and vetting candidates,
- Completing safeguarding and compliance checks, and
- Matching the most appropriate tutor to the child's needs and learning style.

Recruitment typically takes up to approx four weeks, allowing us to complete due diligence and ensure the tutor meets our professional and safeguarding standards.

This fee also represents a commitment from the commissioning party (family or LA) to SEND Tutoring. It helps prevent situations in which we invest time and resources in recruitment, only for the client to engage another provider.

If the family or Local Authority subsequently chooses to proceed with a tutor found through SEND Tutoring, we will apply a 50% discount on the first lesson or trial session, recognising their continued commitment and partnership with us.

If they decide not to proceed, the £175 fee is non-refundable because it covers the cost of the recruitment and compliance process already undertaken.



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Commitment to Agreed Hours

When SEND Tutoring recruits a tutor, it is based on the total number of weekly hours confirmed at the outset.

For example, if a package is agreed at 10 hours per week, recruitment will be based on finding a tutor who expects and is available for that level of commitment.

It is therefore not possible to begin with a gradual build-up of hours (e.g., starting with 2 or 3 hours) unless under exceptional circumstances and agreed in advance. Tutors are recruited on the understanding that they will deliver the full agreed number of hours, ensuring continuity for both the learner and the tutor.

Up to two short trial sessions (each up to one hour) may be arranged to ensure suitability before full tuition begins.

Summary of Key Points

- A £175 administration fee applies when SEND Tutoring recruits a new tutor for packages of five hours or more per week.
- Recruitment and compliance typically take four weeks.

- The fee is non-refundable, covering advertising, vetting, and matching costs.
- Families or LAs must confirm the total number of hours before recruitment starts.
- Tutors are recruited on the understanding that they will deliver the full agreed hours, not a gradual build-up.
- Clients who proceed with SEND Tutoring after recruitment receive a 50% discount on the first lesson or trial as a gesture of goodwill.

Purpose of This Policy

This policy ensures that SEND Tutoring can continue to:

- Deliver a high-quality, professional recruitment process,
 - Provide vetted, QTS-qualified tutors who meet individual needs, and
 - Maintain consistent and reliable educational support for children and young people across the UK.
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SEND Tutoring – EOTAS and Private Package Recruitment Policy

11. Contact

For any questions about this policy or your pension, please contact:

Ione Inness, Director

0203 441 3097

Signed:

Ione Inness

Director

DATE: