

South West Learning Admissions Policy

Policy Review

This policy will be reviewed annually, or sooner if statutory updates require, by the Directors and DSL.

Date Approved: September 2025

Date for Review: September 2026

1. Introduction

South West Learning is committed to providing high-quality, inclusive, and accessible tutoring for students up to age 18, whether delivered face-to-face or online. Our provision is designed to support learners through a flexible, personalised approach to education, welcoming students from all backgrounds, abilities, and experiences.

2. Purpose and Scope

The purpose of this policy is to ensure that admissions are transparent, fair, and non-discriminatory, providing equal opportunities to all learners in accordance with the Equality Act 2010. We aim to protect children and young people engaging with our sessions by maintaining the highest standards of child protection and safeguarding.

3. Admissions Criteria

South West Learning does not discriminate on the basis of gender, ethnicity, religion, disability, or socio-economic background. Admission decisions are based on the following criteria:

- **Suitability of Provision:** Assessment of whether our services can effectively meet the student's educational, social, and emotional needs.
- **Tutor Availability:** Ensuring a suitably qualified tutor is available for the required subject and age group.
- **Resource Capacity:** The ability to provide the necessary support and resources for the student to succeed in either a remote or face-to-face environment.
- **Commitment:** Expression of commitment to the placement from the student and their parent or guardian.

4. Admissions Process

The process for joining South West Learning is as follows:

1. Inquiry or Referral: Submission of an application or referral form by a parent, guardian, or professional agency familiar with the student's needs.
2. Initial Review: Our admissions team reviews the information to ensure the student's needs align with the support we provide.
3. Consultation: Where appropriate, an initial meeting (online or in-person) is conducted with the student and parents to clarify needs and agree on support strategies.
4. Offer of Placement: If suitable, an offer of a place is made, including a personalised learning plan.
5. Tutor Matching: A tutor is allocated based on their qualifications, such as subject expertise and passion for education.
6. Confirmation: Admission is confirmed once all necessary documentation is agreed upon.

5. Safeguarding and Quality Assurance

We place the student at the centre of all our activities. To ensure a safe environment:

- Safe Recruitment: All tutors undergo rigorous pre-employment checks, including Enhanced DBS and Barred List checks.
- Mandatory Training: All staff and tutors must complete safeguarding, Prevent, and online safety training, which is refreshed annually.
- Supervision: New tutors are subject to lesson observation processes to ensure high teaching standards.

6. Equality and Inclusion

We are dedicated to creating an inclusive learning environment and providing reasonable adjustments to meet the individual needs of learners, including those with special educational needs or disabilities. We maintain a zero-tolerance policy toward racism or any other form of prejudice.

7. Refusal of Admission

South West Learning reserves the right to refuse admission if:

- The service is fully subscribed.
- The admission would compromise the health and safety of students or staff.



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- The provision is deemed incompatible with the efficient education of the student or others.

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