

# Admissions and Referral Policy

**A Different Approach Tutoring and Therapy Services Ltd**

(hereafter referred to as 'ADA Ltd')

**Version: 1.0 | Reviewed: April 2026 | Next Review: April 2027**

## 1. Purpose & Legal Status

**ADA Ltd** provides high-quality, part-time tutoring and therapeutic intervention for students (typically aged 5–16) and bespoke coaching for adults.

- **Alternative Provision (AP):** For school-aged students, we operate as a non-school Alternative Provision. We are not a registered Independent School.
- **The 18-Hour Rule:** In accordance with DfE guidelines, **no individual student will be provided with more than 18 hours of provision per week.**

## 2. Referral Routes & Eligibility

We accept referrals from the following sources:

- **Commissioned (Schools/LAs):** For students with an EHCP, medical needs, or those at risk of exclusion.
- **Private Commissions (Parents):** For private tutoring or therapy for children.
- **Adult Commissions:** For adults seeking anxiety coaching or **The STILL Method** sessions.

## 3. The Admissions Process

1. **Initial Enquiry:** Contact via website or business email/phone line to establish basic requirements.
2. **Discovery Call:** ADA Ltd provides a free, no-obligation 15-minute consultation (phone or video). We recognise that a positive, safe relationship is the foundation of our work. The initial Discovery Call ensures a suitable match for the student's specific goals before any costs are incurred. A formal offer of provision is made following this suitability triage.
3. **Provision Proposal:** A formal offer with quote (ADA\_FORM\_007) is issued

3. **Information Sharing:** Following the call, if suitability is established, professional reports or EHCPs may be requested via our secure, encrypted link.
4. **Agreement:** Only once suitability is confirmed is a formal **SLA (001a)** or **Agreement (001b/c)** issued for signature.

#### 4. Suitability & Rejection

**ADA Ltd** reserves the right to decline a referral or terminate the admissions process at the assessment stage if:

- The client's needs exceed our current specialist risk assessment or insurance scope.
- The requested hours for a student would exceed the legal **18-hour threshold**.
- The placement is intended as a "Full-Time" replacement for school.

#### 5. Nutrition & Transport

- **Provision of Food: ADA Ltd does not provide food or meals.**
- **FSM Coordination:** For students eligible for **Free School Meals**, we will liaise with the commissioning school to ensure the school provides vouchers or packed lunches to the family.
- **Water:** We ensure all clients have access to fresh drinking water during sessions.
- **Transport: ADA Ltd does not provide transport. We never transport clients in personal vehicles.**

#### 6. Exit Strategy

For some students, we review progress every 6 weeks to determine "Readiness to Reintegrate" into mainstream or long-term specialist settings.

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