



New Student(s) Referral Document for Schools, Organisations and Education Providers

Please enter as much detail as possible, and please indicate N/A if you consider a section to be inapplicable. Information on any known risks, such as behavior problems or special needs is important to support the pupils' learning and behavior plan for the pupil to achieve the best outcome.

Key Information

Name of Referrer:
Contact number and email address of the referrer from the local authority if applicable:
Invoice address and contact including email address and telephone number. All tuition is invoiced every 28 days and invoices to be paid within 14 days of receipt
Purchase Order Number:
Name(s) of student(s):
Student's Address (inc postcode):
Student's Year Group:
Parent/ Guardian Contact Details:
Address:
Mobile Phone:
Home Phone:
Email Address:
School name, main contact at school, LA or organization (e.g., Education Coordinator, SENCO, etc.), plus contact details, including email address and telephone number of this person.

Next Steps Education Ltd (Reg No. 14678306, trading as Next Steps Tutors) and all our tutors are committed to [safeguarding](#) children in education. UK Register of Learning Providers (UKPRN): 10091908

Subjects required Primary – English/Maths/Topic based/ Mentoring	Year Group
Male or female tutor preferred or required?	
Specific requirements, tuition objectives, mentoring, EHCP outcomes to be achieved. If available, please provide information on specific gaps or weaknesses to be addressed.	

IF GCSE OR FUNCTIONAL SKILLS EXAM PREPARATION, PLEASE SPECIFY (IN THE BOX ABOVE) THE EXAM BOARD AND THE EXACT DATES OF EACH OF THE GCSE EXAMS IF KNOWN

Number of hours required in total, per subject
Number of hours to be scheduled each week, minimum hours per day 2/3 hours for 1-1 face to face tuition.
Preferred time of day and days of the week for tuition e.g.: am or pm
1-1 Online or face to face tuition or online group or 1-1 online tuition
Initial assessment, baseline assessments, behaviour records, including SATs results if available or mock GCSEs or AS/A levels. Baseline assessments may be carried out when a pupil is referred to Next Steps Tutors to confirm levels and gaps in learning (attach if necessary).
Special Needs Assessment if applicable, together with Educational Psychologist's report, if available (please attach all relevant documents including EHC plans), or information about any allergies, medical conditions, and illness.
Current national curriculum levels for subjects
Are there any safeguarding issues, if so the level, low, medium, or high? If so, please describe. Is the pupil on the CIN register. Please add contact details of the safeguarding contact, please include contact number and email address
All Next Steps Tutors policies can be accessed on our website by parents, pupils' organisations, local authorities and the public. Please indicate that you have accessed and read these.
Potential/targeted grades or national curriculum levels if different and predicted grades
Other relevant information on the child's background, including any behavioural issues, or special requirements. Please include any IEP's, IBP.s, EHCP and My Plans.
Tuition site/address (if different from home address):
Social worker, Education phycologist or family support workers name & contact details, if appropriate (e.g. if the pupil is looked after)
Emergency contact details and number. Please add email address if applicable
Subject teacher contact details, if different from main contact at school and if you wish the tutor to contact this teacher.

Contact procedures for Home/online Tuition/group tuition/1-1 tuition. It is Next Steps Education normal practice for the tutor or member of the senior leadership team, to contact the parent/guardian or carer to make the practical arrangements once approval for home tuition has been given. Please indicate if you wish Next Steps Education to contact a different person in the first instance, before contacting the parent/carer or guardian.

PLEASE RETURN TO hello@nextstepseducation.org