



## National Tutoring Programme (NTP) webinar for schools

This document contains responses to questions asked in the webinars for schools on Wednesday 13 and Friday 15 September. For brevity, and to avoid duplication, some questions have been edited or consolidated. Full [NTP guidance](#) is available on GOV.UK.

### Tutoring arrangements

**Q. Do we have to deliver 15 hours of tutoring per child? Can pupils have more than 15 hours of tutoring if they need it?**

A. Tutoring courses should be 12 to 15 hours to have a meaningful impact on pupil attainment. Schools should plan their tuition with this in mind. You may also wish to deliver longer courses if this meets the needs of your pupils.

**Q. Is this still the last year of the NTP grant?**

A. We are currently developing plans for the future of tutoring post-2024. We hope tutoring will continue to be a staple offer from schools.

**Q. Can an HLTA or TA provide tutoring?**

A. Yes, the [school-led tutoring](#) route offers flexibility for your school to identify their own tutors. These may be people recruited from your own staff, such as classroom teachers or teaching assistants. If your current staff are delivering tutoring, you should ensure the activity they are undertaking is formally recorded and remuneration arrangements are set out in writing. You must ensure NTP funding is used only for tutoring activity for which your school has incurred additional costs.

**Q. Is there a minimum level of qualification for tutors?**

A. A school-led tutor does not need any formal qualifications. If, however, tutors do not hold QTS, they will need to complete the training provided by the Education Development Trust (EDT) before they begin tutoring. An academic mentor needs a minimum of 3 A levels at grade A\* to C or the equivalent (such as BTECs or T Levels) and GCSE English and mathematics at grade 4 or C, or above. If an academic mentor does not have QTS, they will also need to complete the training provided by EDT.

### Funding arrangements

**Q. Can schools use their recovery premium to help fund NTP?**

A. No. Recovery Premium conditions of grant state that schools cannot use it to meet their portion of the costs of tuition provided through the NTP. Schools should meet those costs

from other sources of funding, including the pupil premium. Recovery premium is additional funding to provide further education recovery support on top of the subsidised NTP offer. See [further guidance on the recovery premium](#).

**Q. Do schools have to accept the NTP funding or can it be rejected?**

A. The NTP grant is paid to schools and academy trusts automatically. We strongly encourage all schools that receive NTP funding to use it to support pupils with tutoring. We will recover any unspent funding.

**Q. Has the hourly rate increased for 2023 to 2024, considering salary inflation over the last few years?**

A. No, while the hourly rate has not increased for AY23/34, we have increased the subsidy from that previously announced. This means that schools can spend less of their own money to use the NTP grant.

**Q. Are there any rules on what we can offer to pay current staff (teachers or teaching assistants) to provide tutoring?**

A. It is up to you to agree with teachers the pay terms of any tutoring they undertake. You should formally record any tutoring they do and set out remuneration arrangements in writing.

**Q. Will this year's NTP funding allocation be reduced by any amount that was recovered last year?**

A. No, funding for each academic year is dealt with separately.

**Q. If we employ a cover teacher to free up other teachers to plan the tutoring to be delivered, can this be part of the hours claimed?**

A. The number of hours you report must be the number of pupil hours of tutoring delivered. Your reported cost must be the cost your school has incurred to deliver the pupil hours of tutoring you are reporting.

## **Academic mentors**

**Q. Does the subsidy apply to the full academic mentor salary?**

A. The subsidy will be applied to the hourly per pupil cost of delivering tuition, not the total annual salary of an academic mentor.

**Q. What happens if the number of hours for the academic mentor doesn't cover their salary?**

A. For all tutoring delivered in the 2022/23 academic year (including academic mentors), you must record the total cost you incurred, and the number of tutoring hours delivered. If your hourly rate (total cost incurred divided by number of hours delivered) is £18 or less (£47 or less for non-mainstream schools), we will cover 60% of the cost you have incurred.

If your hourly rate is greater than £18 (or greater than £47 for non-mainstream schools), we will cap your return at the relevant maximum rate.

**Q. Can you confirm if ‘on-costs’ for an academic mentor can be covered by the NTP funding?**

A. Yes, your NTP funding allocation can be used to contribute towards on-costs (also known as employer costs) such as National Insurance and pension contributions. It cannot be used for onboarding costs, such as providing Disclosure and Barring Service (DBS) checks, induction training or setting an employee up on school systems.

## **Supporting pupils with special educational needs and disabilities (SEND)**

**Q. If NTP funding is used for SEND interventions (e.g. speech and language therapy) on a one-to-one basis, the guidance states that special schools will receive a higher rate of funding. Do mainstream schools also receive this level of funding, if only pupils with SEND were in the group?**

A. Mainstream schools will only receive the higher rate of funding where they have a specialist unit within the school. Please check your [funding allocation](#).

**Q. Do you have to use a tuition partner for pupils with SEND in a mainstream school?**

A. No, you have the flexibility to choose any of the three tutoring routes. Many [tuition partners](#) can offer tutors with experience of working with pupils with SEND.

**Q. We are a special school and all our NTP funding was used for one-to-one support. Does the school still need to cover a percentage of the costs used to deliver the programme?**

A. Yes, all schools in receipt of the grant are required to contribute 40% of tutoring costs in academic year 2022 to 2023 and 50% in academic year 2023 to 2024.

**Q. If we use a specialist speech and language therapist to deliver tutoring, which route would this be part of? They are not an approved tuition partner or an academic mentor.**

A. A speech and language therapist that you source would come under the school-led tutoring route. This means that you will need to agree the terms of their employment with your school, and they would also need to complete the training provided by EDT if they don't hold QTS.

## **School-led tutoring**

**Q. Are teachers employed by the school approved to deliver tutoring sessions?**

A. Yes, tutoring can be delivered by teachers under the school-led tutoring route. If a teacher does not have QTS or has not received mandatory training in a previous year, they must complete the training provided by the [Education Development Trust](#) (EDT).

**Q. If we are using school-led tutoring, can we have more than one tutor? And do we just calculate the total hours delivered by all tutors?**

A. Yes, you can have multiple tutors. When reporting hours delivered, record every hour delivered per pupil.

**Q. If the school is using school-led tutoring, is the tutor expected to invoice the school?**

A. If you are engaging new staff as tutors, it is the responsibility of your school to agree with tutors the terms of their employment.

**Q. When using our own staff for tutoring, can the subsidy be used towards the teacher's salary?**

A. The NTP subsidy can only be used for additional costs to a school for delivering tutoring, so cannot be used to cover salary costs for non-tutoring activity. Where schools are using existing staff to deliver tutoring, the tutoring they provide must be clearly defined within their roles and responsibilities. Doing this, including identifying the volume of tutoring to be delivered by existing staff, should be helpful to schools when determining its cost.

**Q. Can we use a tuition partner to provide school-led tutors?**

A. Engaging an external organisation to provide external tutors falls under the tuition partner route, which is covered in the guidance on [tuition partners](#).

## Reporting

**Q. What are the audit arrangements following submission of the year-end statement? What proportion of schools/academies are likely to be audited and what documentation or evidence is required?**

A. As part of funding arrangements, a sample of schools are audited by the ESFA. Schools need to keep full and accurate records of any tutoring they deliver, pupils involved and the costs incurred.

**Q. Can I get a copy of my year-end statement from 2021 to 2022?**

A. Please contact [tutoring.support@service.education.gov.uk](mailto:tutoring.support@service.education.gov.uk) with your request.

**Q. I have used all 3 tutoring routes, including an academic mentor. How do I report this in my year-end statement?**

A. Within the form you will be asked to select which types of tutoring you have used. The subsidy will be applied to the hourly per pupil cost of delivering tuition through all the routes you have used, not the total annual salary of an academic mentor.

**Q. Should we report all the pupil hours of tutoring across the year?**

A. Yes.

**Q. What happens if the amount of funding received is different from what is showing on the allocations table?**

A. If the amount of funding received is different from the amount on the allocations table, please tick 'no' to the question that asks you to confirm your allocation and complete the rest of the form. We will investigate and contact you.

**Q. If a school also has a SEN allocation, how is this reported?**

A. If you have an allocation for SEN and mainstream, you will see two boxes to record your answer. You will need to record them separately.

**Q. What if the average cost of our tutoring is more than £18 per hour?**

A. If your hourly per pupil rate (total cost incurred divided by the number of pupil hours delivered) is £18 or less (£47 or less for non-mainstream schools), we will cover 60% of the cost you have incurred up to your allocation for AY22/23.

If your hourly per pupil rate is greater than £18 (or greater than £47 for non-mainstream schools), we will cap your return at the relevant maximum hourly rate.

**Q. Can we include hours delivered by an outside agency (not an approved tuition partner) for English as an additional language (EAL) lessons?**

A. No, the NTP grant can only be used on approved NTP tuition partners. Please also note that while pupils who have English as an additional language can receive tutoring, the tutoring focus cannot be on learning the English language. It must be an approved subject.

**Q. The guidance for year-end statements says we need to note the number of pupils eligible for the pupil premium who received tutoring and the number who weren't, but I didn't see that on the submission form. Is there somewhere else I should note that?**

A. It's helpful that you have recorded that information for your records, but we don't need you to submit to us via the year-end statement.

**Q. Can someone from a different school submit the year-end statement on another school's behalf?**

A. If a staff member from another school would like to complete your form, they will need to use their existing DfE login to request access for your school.

**Q. We have multiple staff carrying out tutoring and their hourly rates are different. How do we record this on the form?**

A. For the year-end statement, you need to record the total amount you spent on tutoring. This should be the total cost to the school of delivering tutoring, so if you paid one staff member for 10 hours overtime at one rate and another for 15 hours at a different rate, the figure to enter would be (rate £a x 10) plus (rate £b x 15).

**Q. If you don't click submit straight away, will the form be saved?**

A. Yes, your answers are saved as you go, but you must remember to submit by 2pm on 29 September.

**Q. Does the amount on the submission need to match the figure reported on the latest census return?**

A. No, the year-end statement should cover tutoring delivered in the full academic year up to 31 August 2023, and will not be compared to the census during this process.

**Q. Last year there were IT issues affecting the form, will you be monitoring the form this year?**

A. Yes, we will monitor closely. If you experience any technical issues with the form, you can contact the [ESFA Help Centre](#).

### Help and support

Contact our dedicated support team if you have any queries about tutoring:

- Email [tutoring.support@service.education.gov.uk](mailto:tutoring.support@service.education.gov.uk)
- Phone **0300 373 0891** (Monday to Friday, 8.30am to 5pm)

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