



# Provider Access Policy

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Governors' Sub-Committee	<b>Curriculum &amp; Standards</b>
Statutory Policy	<b>Yes</b>

Signed:  
**Chair of Governors**

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**July 2024**

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## 1. Aims

This policy statement aims to set out our school's arrangements for managing the access of education and training providers to students for the purpose of giving them information about their offer. It sets out:

- Procedures in relation to requests for access
- The grounds for granting and refusing requests for access
- Details of premises or facilities to be provided to a person who is given access

## 2. Statutory requirements

Schools are required to ensure that there is an opportunity for a range of education and training providers to access students in years 8 to 13 for the purposes of informing them about approved technical education, qualifications or apprenticeships.

Schools must provide a minimum of 6 encounters with technical education or training providers to all pupils in years 8 to 13 (see more detail in section 2.1 below).

Schools must also have a policy statement that outlines the circumstances in which education and training providers will be given access to these students.

This is outlined in section 42B of the [Education Act 1997](#), the [Skills and Post-16 Act 2022](#) and on page 43 of guidance from the Department for Education (DfE) on [careers guidance and access for education and training providers](#).

This policy shows how our school complies with these requirements.

### 2.1 The 6 encounters schools must offer to all pupils in years 8 to 13

Schools must offer:

- 2 encounters for pupils during the 'first key phase' (Year 8 or 9)
  - All pupils must attend
  - Encounters can take place any time during Year 8, and between 1 September and 28 February during Year 9
- 2 encounters for pupils during the 'second key phase' (Year 10 or 11)
  - All pupils must attend
  - Encounters can take place any time during Year 10, and between 1 September and 28 February during Year 11
- 2 encounters for pupils during the 'third key phase' (Year 12 or 13)
  - Pupils can choose to attend
  - Encounters can take place any time during Year 12, and between 1 September and 28 February during Year 13



These encounters must happen for a reasonable period of time during the standard school day. Schools can continue to provide complementary experiences, but encounters outside of school hours won't count towards these requirements.

Schools must ask each provider to provide the following information as a minimum:

- Information about the provider and the approved qualifications or apprenticeships they offer
- Information about what careers those qualifications and apprenticeships can lead to
- What learning or training with the provider is like
- Answers to any questions from pupils

## **2.2 Meaningful provider encounters**

Our school is committed to providing meaningful encounters to all pupils.

1 encounter is defined as 1 meeting/session between pupils and 1 provider.

Meaningful live online engagement is also an option at our school.

## **3. Student entitlement**

All students in years 8 to 13 at Higham Lane School are entitled to:

- Find out about technical education qualifications and apprenticeship opportunities as part of our careers programme, which provides information on the full range of education and training options available at each transition point
- Hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships
- Understand how to make applications for the full range of academic and technical courses

## **4. Management of provider access requests**

### **4.1 Procedure**

A provider wishing to request access should contact Mrs Emma Mitchell, Careers & Work Experience Lead.

Telephone: 02476 757000

Email: [contactus@highamlaneschool.co.uk](mailto:contactus@highamlaneschool.co.uk)

### **4.2 Opportunities for access**

We employ an Independent Careers Advisor for personal careers appointments. There are a number of events, integrated into the school careers programme, which include opportunities for providers to come into school to speak to students and/or their parents. The following are events with internal and external providers; we aim to run as many of these as possible:



	AUTUMN TERM	SPRING TERM	SUMMER TERM
YEAR 8	PSHE lessons on careers & life skills	Year 8 Job Taster Event Year 8 Options Evening Subject taster post 13 Student Progress Evening	Assembly and tutor group opportunities
YEAR 9	Assembly and tutor group opportunities	PSHE lessons on careers & life skills	
YEAR 10	Assembly and tutor group opportunities	PSHE lessons on careers & life skills	Work experience preparation sessions Work experience
YEAR 11	Assembly on opportunities at 16 Sixth Form Open Evening	Assembly and tutor group opportunities PSHE lessons on careers & life skills Student Progress Evening	Subject taster – post 16
YEAR 12	Higher education (HE) fair Assembly and tutor group opportunities	PSHE lessons on careers & life skills Student Progress Evening	Work Experience Year 12 Post 18 Conference
YEAR 13	HE and higher apprenticeship applications UCAS assemblies & PSHE lessons Student Progress Evening	Assembly and tutor group opportunities Student Finance Evening	

Please speak to Mrs Emma Mitchell, our Careers & Work Experience lead, to identify the most suitable opportunity for you.

#### 4.3 Granting and refusing access

The school policies on Child Protection and Safeguarding (see school website Policy 28) and the Visiting Speakers (see school website Policy 82) sets out the school's approach to allowing providers into school as visitors to talk to our students.

#### 4.4 Safeguarding

Our Child Protection & Safeguarding Policy and Visiting Speakers Policy outlines the school's procedure for checking the identity and suitability of visitors.



Education and training providers will be expected to adhere to these policies.

#### 4.5 Premises and facilities

The school will make the main hall, classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. The school will also make available audio-visual and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Leader or a member of their team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Careers Resource Centre, which is managed by the school CIAG Coordinator. The Resource Centre, based in the library, is available to all students at break and lunch times.

### 5. Links to other policies

Links to other policies include:

- Child Protection & Safeguarding Policy
- Visiting Speakers Policy
- Careers Guidance Policy
- Curriculum Policy

### 6. Monitoring arrangements

The school's arrangements for managing the access of education and training providers to students are monitored by Mrs Emma Mitchell, Careers & Work Experience Lead.

This policy will be reviewed by the Curriculum & Standards Sub-committee annually.

At every review, the policy will be approved by the governing board.