



# **Provider access policy statement**

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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

Students within Years 9, 10 and 11 at St Hugh's School will experience encounters from three local area colleges; John Leggott College, North Lindsey College and Trent View College. Students will be provided with information about the colleges, the subjects and programmes they can study as well as the Supported Internship Programmes that each college offer. . Students will have opportunities to ask questions and hear from ex-students about their experiences at the colleges. Information about apprenticeships is not requested. This is because the academic level needed to begin an apprenticeship in the local area is beyond the expected attainment levels of our students. Apprenticeships therefore are not a realistic and achievable aim for our students at this current time. If it was felt that an individual student would be able to achieve the academic level required for an apprenticeship, then appropriate encounters would be provided as part of our personalised approach.

## **2.2 Meaningful provider encounters**

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

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

The encounters that we provide to our students are meaningful when they are:

- Based on the unique and individual needs of our students, all of whom have SEND.
- Are reflective of real and purposeful opportunities within the local labour market.
- Linked to curriculum learning.
- Linked to real life examples of people with SEND achieving within a company or training provider.
- In-line with the aims and learning outcomes detailed per year group in our careers programme.

- Accessible and differentiated for the wide range of learners we have at St Hugh's.

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

### **3. Student entitlement**

All students in years 7 to 13 at St Hugh's School are entitled to:

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

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

#### **4.1 Procedure**

A provider wishing to request access should contact Donna Millward (Assistant Head with responsibility for Pathway 3 students) or Rachel Brunt (Careers Lead).

Telephone: 01724 842960

Email: [dmillward@st-hughs.n-lincs.sch.uk](mailto:dmillward@st-hughs.n-lincs.sch.uk) or [rbrunt@st-hughs.n-lincs.sch.uk](mailto:rbrunt@st-hughs.n-lincs.sch.uk)

## 4.2 Opportunities for access

A number of events, integrated into our careers programme, will offer providers an opportunity to come into school to speak to students and/or their parents/carers:

	AUTUMN TERM	SPRING TERM	SUMMER TERM
<p>YEAR 7 AND 8</p> <p>Exploring the world of work and developing employability skills</p>		<p>Parents Evening</p> <p>STEM Week – includes employer encounters, talks and workshops in school</p>	<p>KS3 career related learning within the PSHE curriculum.</p>
<p>YEAR 9</p> <p>Pathways and aspirations</p>	<p>Provider encounter (FE / Technical) with talks from student alumni where possible.</p>	<p>STEM Week – including employer encounters, possible workplace visit, talks and workshops in school</p> <p>Year 9 Careers Fair with local employers, supported internship providers, colleges and apprenticeship reps</p>	<p>KS3 career related learning within PSHE curriculum.</p> <p>Enterprise challenge day</p>
<p>YEAR 10</p> <p>Work in action</p>	<p>Industry specific workplace visits</p> <p>Parent information event on pathways beyond school</p>	<p>Mock Interviews</p> <p>Visit to employer related to work experience</p> <p>STEM Week – talks and workshops in school</p>	<p>Work experience block placement</p>
<p>YEAR 11</p> <p>Planning for adulthood</p>	<p>Industry specific workplace visits</p> <p>Parent information event on pathways beyond school</p>	<p>Visit to a Post-16 provider offering supported internships and employability training</p> <p>STEM Week – workplace visit, talks and workshops in school</p>	<p>Post-16 transition</p> <p>Careers in the community project</p>

We are also actively promoting Careers Across the Curriculum with subject teachers organising opportunities for employers to come into lessons to speak with our students. Please speak to our Careers Lead to identify the most suitable opportunity for you.

### **4.3 Granting and refusing access**

St Hugh's School will grant access requests that meet the following criteria:

- The provider has a detailed knowledge of the nature of the SEND of St Hugh's students.
- The provider can offer appropriate pathways for the students, on both an academic and pastoral level.

St Hugh's School will refuse any access request that:

- The school believes is not in the best interests of the students.
- Does not meet the educational requirements of the students, e.g. the provider offers unrealistic academic qualifications, e.g. A levels or higher level apprenticeships

### **4.4 Safeguarding**

Our safeguarding/child protection policy outlines the school's procedure for checking the identity and suitability of visitors.

Education and training providers will be expected to adhere to this policy.

### **4.5 Premises and facilities**

Once the provider has been approved, the school will work with them to identify the best method for providing access to the students. The school will make the main hall, classrooms or meeting rooms available for discussions between the provider and students, as appropriate to the activity. The school will also make available AV and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Leader, SLT link or relevant middle leader.

Where appropriate, opportunities are also available to meet virtually with students via Google Meet.

Providers are welcome to leave a copy of their prospectus or other relevant course literature with the Careers Lead who will disseminate it to groups of students where appropriate.

## **5. Links to other policies**

- Safeguarding and Child Protection
- Careers Education, Information, Advice and Guidance (CEIAG)
- Curriculum

## **6. Complaints**

Any complaints related to provider access can be raised following the school complaints procedure (refer to St. Hugh's Complaints Policy and Procedure) or directly with The Careers & Enterprise Company via [provideraccess@careersandenterprise.co.uk](mailto:provideraccess@careersandenterprise.co.uk)

## **6. Monitoring arrangements**

The school's arrangements for managing the access of education and training providers to students are monitored by Donna Millward (Assistant Head for Pathway 3).

This policy will be reviewed by Rachel Brunt (Careers Lead) annually.

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