



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 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.

This policy shows how our school complies with these requirements.

3. Student entitlement

All students in years 8 to 13 at St Hugh’s 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 Donna Millward (Assistant Head with responsibility for KS4) or Rachel Brunt (Careers Lead).

Telephone: 01724 842960

Email: dmillward@st-hughs.n-lincs.sch.uk or 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
YEAR 8	Assembly and Business Breakfast opportunities – employability skills	Parents Evening	KS3 career related learning within PSHE curriculum.
YEAR 9	Assembly and Business Breakfast opportunities - employability skills	Key Stage 4 options events	KS3 career related learning within PSHE curriculum.
YEAR 10	Assembly, Business Breakfast and Skills for Adulthood session opportunities	Visit to colleges and careers/skills fayre	Work experience Employer Engagement Event
YEAR 11	Assembly, Business Breakfast and Skills for Adulthood session opportunities	Visit to colleges and careers/skills fayre Post-16 options evening	Post-16 transition Employer Engagement Event

	AUTUMN TERM	SPRING TERM	SUMMER TERM
YEAR 12	Assembly and Business Breakfast opportunities	Employability sessions	
YEAR 13	Assembly and Business Breakfast opportunities	Employability sessions	Work placements
YEAR 14	Assembly and Business Breakfast opportunities	Employability sessions	Extended Post 19 transition

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.

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.

In light of the Covid-19 pandemic, 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 at the Careers Library which is managed by the school and available to all students.

The Common Room (Post 16 board) is available to all Year 11 students at lunch and break times.

5. Links to other policies

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

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 KS4).

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

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