Local Procedure Title	**Provider Access Policy Statement**
Site	**Coxlease School and Post 16 Hub /Skills Centre**
ACS Policy number and title	**ECS 04 Provider access policy statement**
Local Procedure template reference	**ECS LP 04**
Local Procedure date	September 2021
Local Procedure review date	January 2024
Local Procedure Author(s)	Rebecca Sheen
Local Procedure Ratification	Checked and Approved by: AMe

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

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.

Student Entitlement

All students in years 8 to 13 at Coxlease 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

Management of Provider Access Requests

4.1 Procedure

A provider wishing to request access should contact Anthony Merriman, Head teacher or Phil Perry-Ogden, Assistant Head Teacher.

Telephone: 023 80283633

Email: AnthonyMerriman@AsprisCS.co.uk or philperryogden@aspriscs.co.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. Alongside this guidance and subject specific pathways and opportunities are integrated in to lessons as highlighted through the Medium Term Plans:

	AUTUMN TERM	SPRING TERM	SUMMER TERM
YEAR 8	Who Done It Event	Careers Inspiration Event	Careers Fair
YEAR 9	Who Done It Event	Individual Careers Advisor meetings Key Stage 4 options event	Careers Fair
YEAR 10	Individual Careers Advisor meetings Visit to Further Education Venues Work experience preparation sessions	Visit to Further Education Venues Work experience Careers Fair	
YEAR 11	Individual Careers Advisor meetings Visit to Further Education Venues Work experience preparation sessions AR's and Transition Plans	Careers Fair Visit to Further Education Venues Work experience FE Colleges and Apprenticeships – support with applications	Supported Post-16 College Interview Post-16 transition sessions Post-16 taster sessions

YEAR 12	Individual Careers Advisor meetings Visit to Further Education Venues Work experience preparation sessions AR's and Transition Plans Small group - employability skills	Careers Fair Visit to Further Education Venues Work experience FE Colleges and Apprenticeships – support with applications Small group - employability skills	Supported Post-16 College Interview Transition sessions Post-16 taster sessions
YEAR 13	Individual Careers Advisor meetings Visit to Further Education Venues Work experience preparation sessions AR's and Transition Plans FE, HE and higher/ apprenticeship applications Small group - employability skills	Careers Fair Visit to Further Education Venues Work experience FE Colleges and Apprenticeships – support with applications Small group - employability skills	Supported College Interview Transition sessions FE & HE taster sessions

4.3 Granting and refusing access

With each of our learners requiring individual support, the granting and refusing of access is completed on an individual basis according to the individuals' specific needs. This will be completed in conjunction with parents, social workers, Local Authorities and tutors.

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

> Appropriate rooms and equipment will be provided to enable providers to access students on an individual basis. This would include any specialist equipment such as audio and visual devices, and a member of the school staff to support if and when required.

> Providers will need to attend site prior to their scheduled visit to agree on suitable facilities.

> Providers are able to leave prospectuses and other suitable material for use in tutor rooms and the school library.

> When learners go to other venues, staff must follow local procedures for trips and visits.

Links to other policies

> Safeguarding/child protection policy

> Careers guidance policy

> Curriculum policy

> Home School Liaison

> Home School College Liaison

> Risk Assessment and Risk Management

Monitoring Arrangements

The school's arrangements for managing the access of education and training providers to students are monitored by Phil Perry-Ogden, Assistant Head.

This policy will be reviewed by Phil Perry-Ogden, Assistant Head, Bi-annually.

At every review, the policy will be approved by the SLT.

Contents Checklist (Local Sites may add additional items – this is a core list)			

Local Procedure Review History:

Date Reviewed	Reviewer	Summary of revisions

Appendix A – First Aiders and Drivers

Appendix B – Contact Details