

# PROVIDER ACCESS POLICY

## 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.

## 3. Student entitlement

All students in years 8 to 11 at The Hamble 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 Samantha Turner, Associate Assistant Headteacher.

Telephone: 02380452105

Email: sturner@thehambleschool.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:

In the following table, are some examples of the opportunities provided for training and education providers to speak to students and/or their parents/carers:

	AUTUMN TERM	SPRING TERM	SUMMER TERM
YEAR 7	Careers week – Meaningful encounter plus tutor time activities	Careers week – Meaningful encounter plus tutor time activities	Careers week – Meaningful encounter plus tutor time activities
YEAR 8	Careers week – Meaningful encounter plus tutor time activities	Careers week – Meaningful encounter plus tutor time activities	Raising aspirations assembly Careers week – Meaningful encounter plus tutor time activities

	AUTUMN TERM	SPRING TERM	SUMMER TERM
YEAR 9	Raising Achievement Evening Careers week – Meaningful encounter plus tutor time activities	Careers Fayre Careers week – Meaningful encounter plus tutor time activities	Raising aspirations assembly Careers week – Meaningful encounter plus tutor time activities
YEAR 10	Raising Achievement Evening Careers week – Meaningful encounter plus tutor time activities	PSHRE day Careers Fayre Careers week – Meaningful encounter plus tutor time activities	Career appointments with Hampshire Futures Raising aspirations assembly Careers week – Meaningful encounter plus tutor time activities
YEAR 11	Career appointments with Hampshire Futures College assemblies Apprenticeship assembly Raising Achievement Evening Careers week – Meaningful encounter plus tutor time activities	Career appointments with Hampshire Futures Careers Fayre  Careers week – Meaningful encounter plus tutor time activities	<b>No encounters – encounters must have taken place by 28 February</b> Confirmation of post-16 education and training destinations for all pupils

#### 4.3 Granting and refusing access

The school calendar varies from year to year so providers need to contact the member of staff named above to identify the most suitable opportunity.

Access to students and/or parents will be granted on the understanding that information and guidance offered by providers is related to technical courses and apprenticeship opportunities only.

#### 4.4 Safeguarding

Providers will be expected to meet the school's safeguarding requirements which can be found in the Safeguarding Policy Statement accessible on the school website. 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

The school will make the main hall and classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. The school will also make available projectors and other specialist equipment to support provider presentations.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Reception to be made available to students.

## 5. Monitoring arrangements

The school's arrangements for managing the access of education and training providers to students are monitored by Jemma Morgan, Associate Assistant Headteacher.

This policy will be reviewed Samantha Turner, Associate Assistant Headteacher, annually.

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

Title of Policy	Provider Access Policy
Review Cycle	1 Year
Policy reviewed by	STR
Committee responsible	Learning & Achievement
Statutory/Discretionary/School	Statutory
Date of last approval by Committee	15 November 2023
Date of last approval by FGB	28 November 2023
Date of next review by committee	September 2024
Date of next review by FGB	November 2024