

# Provider access policy statement

## Alderman Peel High School



<b>Approved by:</b>	Alastair Ogle	<b>Date:</b> January 2019
<b>Last reviewed on:</b>	January 2019	
<b>Next review due by:</b>	January 2020	

## Contents

1. Aims .....	2
2. Statutory requirements.....	2
3. Student entitlement .....	2
4. Management of provider access requests .....	2
5. Links to other policies.....	4
6. Monitoring arrangements .....	4
.....	

### 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 7 to 11 at Alderman Peel High 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 [Mr Bal Tawana \(Assistant Principal/Careers Leader\)](#) **at least TWO weeks in advance of the date required preferably by email.**

Telephone: **01328 710476**

Email: [btawana8nrg@nsix.org.uk](mailto:btawana8nrg@nsix.org.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:

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

	Autumn term	Spring term	Summer term
Year 7	Parent Evening Assembly	Assembly	Assembly
Year 8	Assembly and tutor group opportunities - employability skills Careers Convention Assembly Parent Evening	University/HE visit Assembly	Assembly
Year 9	Assembly and tutor group opportunities - employability skills Careers Convention Parent Evening	Key Stage 4 options event University/HE visit Assembly Citizenship Day	Assembly
Year 10	Assembly on opportunities at 16 Careers Convention Assembly Parent Evening	Post-16 evening Post-16 taster sessions Apprenticeships – support with applications University/HE Visit Assembly Citizenship Day	Assembly Work experience preparation sessions Work experience
Year 11	Higher education (HE) fair Post-16 assembly – apprenticeships Careers Convention Assembly Parent Evening	Small group sessions: future education, training and employment options Assembly	

Please speak to our **Mr Bal Tawana Assistant Principal/Careers Leader** to identify the most suitable opportunity for you.

## 4.3 Granting and refusing access

The school Access policy allows access to our students throughout the year (see opportunities for access). All requests must:

- Be made to Mr Bal Tawana at least **TWO weeks** before the required date

### Refusing Access

- If the request clashes with school calendared events e.g. mock exams, educational visit, school event

- If there are NO PUBLIC TRANSPORT LINKS to the Educational Provider
- Training Provider MUST have secured a recognised site address/DFE Funding/Recruited staff

#### 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

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 AV and other specialist equipment to support provider presentations. **These arrangements will all be discussed and agreed in advance of the visit with the Careers Leader.**

Providers are welcome to leave copies of their prospectus or other relevant course literature with the Careers Leader, who will ensure they distributed to the relevant year groups.

### 5. Links to other policies

*In this section, you should outline any links to other policies, such as:*

- *Safeguarding/child protection policy*
- *Careers guidance policy*
- *Curriculum policy*

### 6. Monitoring arrangements

The school's arrangements for managing the access of education and training providers to students is monitored by **Mr Bal Tawana – Assistant Principal**

This policy will be reviewed by **Mr Bal Tawana- Assistant Principal annually**. At every review, the policy will be approved by the Link-Governor for Careers Education (**Mr Matthew Norman**) and then ratified by the Governing Body.