Provider access policy statement

The Lady Byron School



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| **Prepared by:** | Jo Weatherstone | **Date:** August 2025 |
| **Approved by:** | Irinder Minhas | **Date:** August 2025 |
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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

As a school we aim to:

* Develop knowledge and awareness among our pupils of all career pathways available to them, including technical qualifications and apprenticeships
* Support pupils in learning more about opportunities for education and training outside of school, before they make crucial choices about their future options
* Reduce drop-out from courses and avoid the risk of pupils becoming NEET (not in education, employment or training)

# 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](https://www.legislation.gov.uk/ukpga/1997/44/section/42B)
* [Education and Skills Act 2008](https://www.legislation.gov.uk/ukpga/2008/25/contents)
* [The School Information (England) Regulations 2008](https://www.legislation.gov.uk/uksi/2008/3093/contents/made)
* The [Skills and Post-16 Education Act 2022](https://www.legislation.gov.uk/ukpga/2022/21/part/1)
* Guidance from the Department for Education (DfE) on [careers guidance and access for education and training providers](https://www.gov.uk/government/publications/careers-guidance-provision-for-young-people-in-schools)

This policy shows how our school complies with these requirements.

# 3. Student entitlement

All students in years 8 to 13 at The Lady Byron 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, e.g. through activities and events such as options events, assemblies and taster events
* Understand how to make applications for the full range of academic and technical courses
* Have a minimum of 6 encounters with providers

These encounters must happen for a reasonable period of time during the standard school day.

As a school we can provide complementary experiences but encounters outside of school hours won't count towards these requirements.

We offer our pupils the encounters set out above, in line with the requirements.

Access to providers is available and promoted to allow all pupils to access information about other providers of further education and apprenticeships. We are committed to encouraging all pupils to make decisions about their future based on impartial information.

Pupils in year 8 and 9

All pupils in these year groups are offered:

* 2 encounters with education and training providers
  + All pupils must attend
  + Encounters can take place any time during year 8, and between 1 September and 28 February during year 9

Pupils in year 10 and 11

All pupils in these year groups are offered, as a minimum:

* 2 encounters with education and training providers
  + All pupils must attend
  + Encounters can take place any time during year 10, and between 1 September and 28 February during year 11

3.1 Meaningful encounters with providers

Our school is committed to providing meaning encounters for all pupils.

A meaningful encounter:

* Is where the pupil can explore what it is like to learn, develop and succeed in that environment
* Involves meeting both staff and learners/trainees
* Has a clear purpose
* Is underpinned by learning outcomes that are appropriate to the needs of the pupil
* Involves a 2-way interaction between the pupil and the provider
* Includes information about the provider, such as their recruitment and selection processes, the qualifications that provider offers and the careers these could lead to
* Describes what learning or training with the provider is like
* Is followed by opportunities for the pupil to reflect on the insights, knowledge or skills gained through the encounter

# 4. Management of provider access requests

4.1 Procedure

The procedures that providers must follow when requesting access to students.

A provider wishing to request access should contact Jo Weatherstone, Assistant Principal and Careers Lead.

Telephone: 01164670811

Email: [reception@ladybyronschool.co.uk](mailto:reception@ladybyronschool.co.uk)

4.2 Information we ask from providers

As a school we ask each provider to provide the following information for our pupils:

* Information about your provision and the approved qualifications or apprenticeships you offer
* Information about what careers those qualifications and apprenticeships can lead to
* What learning or training with you is like
* Answers to any questions from pupils

4.3 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:

* Assembly and tutor group opportunities – employability skills
* Meeting with careers adviser
* Key Stage 4 options event
* Technical/vocational tasters at local college/s, training providers
* Post-16 technical education options assembly with a general further education college
* Life skills – work experience preparation sessions
* Work experience preparation sessions
* Work experience
* Post-16 provider open evenings
* Post-16 apprenticeships assembly
* Post-16 applications
* Post-16 interviews
* Apprenticeships – support with applications

4.4 Live online encounters

* We will consider requests for live online encounters with providers, which may be broadcast into classrooms or the school assembly hall. We will need to carry out technology checks in advance to make sure systems are compatible.

4.5 Granting and refusing provider access requests

Each access request will be considered on a case-by-case basis.

We will grant access requests where there is opportunity for a positive contribution to our careers programme

4.6 Safeguarding

Our safeguarding/child protection and visitors 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.

4.7 Premises and facilities

* facilities will be available to enable providers to access students, e.g. rooms, specialist equipment such as audio and visual devices
* Providers can leave prospectus or other material for students to read
* measures relating to public health incidents, including COVID-19 will be in place

# 5. Working with parents and carers

We aim to involve parents and carers in our careers programme and welcome your attendance at encounters with providers in school.

If you would like to speak to the school about encounters with providers, please contact the school reception.

We also welcome feedback from parents and carers to help improve our offer of encounters with providers.

# 6. Pupil destinations

Our students are expected to go onto college, apprenticeships or supported internships.

# 7. Complaints

Any complaints related to provider access can be raised the school complaints procedure.

# 8. Links to other policies

Outline any links to other policies you have, such as:

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

# 9. Monitoring arrangements

The school’s arrangements for managing the access of education and training providers to students are monitored by the Headteacher, annually.