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 Lawnswood 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 Fiona Gilbank, Assistant Headteacher & Careers Leader.

Telephone: 0113 284 4020

Email: fiona.gilbank@elawnswood.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:

	AUTUMN TERM	SPRING TERM	SUMMER TERM
YEAR 8	FOYF Fair: event for all sectors	What's My Job? Event	Careers workshop
YEAR 9	FOYF Fair: event for all sectors	Key Stage 4 options event	Virtual Work Experience
YEAR 10	FOYF Fair: event for all sectors		1:1 Mock Interviews

	AUTUMN TERM	SPRING TERM	SUMMER TERM
YEAR 11	FOYF Fair: event for all sectors Post-16 evening Post-16 taster sessions Apprenticeships – support with applications		
YEAR 12	Higher education (HE) fair Post-18 assembly - apprenticeships		Small group sessions: future education, training and employment options
YEAR 13	HE and higher apprenticeship applications	Assembly and small group opportunities - employability skills	

Please speak to our Career Development Coordinator, Sam Gill, to identify the most suitable opportunity for you.

4.3 Granting and refusing access

Our FOYF programme is carefully planned to integrate with our curriculum. Requests for access are always considered in this light. Access is granted where it supports our action plan for the students and where capacity allows. If requests are refused in light of the offer not fitting with our action plan, or for reasons of lack of capacity, this will be explained and an alternative opportunity may be offered.

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. They will be provided with an outline booklet explaining what their responsibilities are on arrival.

4.5 Premises and facilities

We have a range of spaces that we use for FOYF events. These are chosen to suit the event and are all supported by ICT provision.

Planning for individual events is completed prior to the day in consultation with Careers Leader / Career Development Coordinator.

Organisations are welcome to drop off prospectuses, or other materials, for students to read. Once checked, it will be available to students via our FOYF Drop-ins.

5. Links to other policies

This policy links to our:

Safeguarding and Child Protection policy.

SEND and Inclusion policy.

6. Monitoring arrangements

The school's arrangements for managing the access of education and training providers to students are monitored by Sam Gill, Career Development Coordinator.

This policy will be reviewed annually by Fiona Gilbank, Careers Leader.

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