

# **Provider Access Policy Statement**

## **(Careers and Guidance)**

**Thornden School**

**Approved by:** Curriculum & Achievement Committee

**Date:** 12<sup>th</sup> February 2019

**Last reviewed on:** November 2018

**Next review due by:** November 2022

## Contents

1. Aims.....	2
2. Statutory requirements.....	2
3. Student entitlement.....	2
4. Management of provider access requests.....	3
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 8 to 11 at Thornden 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 Ms O'Rourke, Work Related Learning Administrator.

Telephone: 02380269722

Email: [t.orourke@thornden.hants.sch.uk](mailto:t.orourke@thornden.hants.sch.uk)

### **4.2 Opportunities for access**

Our provision includes various opportunities for students to access a range of events. These are integrated into our careers programme and curriculum, as well as attending or hosting specific one-off events. We often receive contributions from external providers for events such as College and Career Information sessions. For specific students we arrange visits to potential providers.

We also have an independent and impartial careers advisor who see all of our Year 11 cohort at least once and a range of students from lower years throughout the school year. The advisor will inform students about the opportunities the other providers have, and when needed, they will complete application forms together for these placements.

### **4.3 Granting and refusing access**

At Thornden School we focus on providing key information at specific times and offer opportunities to students to attend a range of career and further education talks, whilst ensuring that they receive at least two presentations from external providers during the first term of Year 11.

All providers' requests for access will be considered, however, access may not be granted if the timing is inappropriate or causes disruption to the school calendar and student learning. 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.

#### **4.5 Premises and facilities**

Thornden School has a range of venues and facilities to support external providers. Requests for specific equipment should be made in advance with at least three days working notice. Delivery could be to a small group of 4 or 5 or a full year group of almost 300 students. We have extensive parking available.

#### **5. Links to other policies**

- 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 Steven Hicks, Deputy Headteacher.

This policy will be reviewed by Steven Hicks at a minimum of every 4 years, however this is likely to be more frequent. At every review, the policy will be approved by Curriculum Governors.