Provider Access Policy Statement [special schools]

1.0 Rationale

High quality careers education and guidance in school or college is critical to young people's futures. It helps to prepare them for the workplace by providing a clear understanding of the world of work including the routes to jobs and careers that they might find engaging and rewarding. It supports them to acquire the self-development and career management skills they need to achieve positive employment destinations. This helps students to choose their pathways, improve their life opportunities and contribute to a productive and successful economy.

As the number of apprenticeships rises every year, it becomes increasingly important that all young people have a full understanding of all the options available to them post-16 and post-19 [Enter your age range here] including wider technical education options such as T-Levels and Higher Technical Qualifications.

2.0 Commitment

[Enter your School Name here] is committed to ensuring there is an opportunity for a range of education and training providers to access students, for the purpose of informing them about approved technical education qualifications and apprenticeships. [Enter your School Name here] is fully aware of the responsibility to set students on the path that will secure the best outcome which will enable them to progress in education and work and give employers the highly skilled people they need. That means acting impartially, in line with the statutory duty, and not showing bias towards any route, be that academic or technical.

[Enter your School Name here] endeavours to ensure that all students are aware of all routes to higher skills and are able to access information on technical options and apprenticeships (The Department of Education, July 2021: "Baker Clause": supporting students to understand the full range of education and training options, and the Provider Access Legislation, January 2023).

3.0 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:

- To develop the knowledge and awareness of our students of all career pathways available to them, including technical qualifications and apprenticeships.
- To support young people to be able to learn more about opportunities for education and training outside of school before making crucial choices about their future options.
- To reduce drop out from courses and avoid the risk of students becoming NEET (Young people not in education, employment or training).
- 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

4.0 Statutory requirements

[Enter your School Name here] fully supports the statutory requirement for students to have direct access and opportunities to a range of further education training, technical training and apprenticeships.

Schools must provide a minimum of 6 encounters with technical education or training providers to all pupils in years 8 to 13 [Enter your school years here] (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.

4.1 The 6 encounters schools must offer to all pupils in years [Enter your school years here]8 to 14.

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

4.2 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.
Meaningful live online engagement is also an option at our school if appropriate for the pupil.
Meaningful encounters could be:

- Two-way interaction
- Staff and learner involvement
- Clear learning outcomes
- Reflection opportunities
- Understanding recruitment processes and pathways

5.0 Student entitlement

All students in years 8 to 14 at [Enter your School Name here] 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

6.0 Management of provider access requests

6.1 Procedure

A provider wishing to request access should contact:
[Enter your contact details here]
Telephone:
Email:

6.2 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.

Please speak to our Careers Lead to identify the most suitable opportunity for you.

These events will run in line with any measures related to public health incidents.

Examples of event:
College & Careers Evening
East Coast College visits
Internal work experience
Community visits
Apprenticeship presentations where appropriate
Travel training links

Supported internship opportunities

6.3 Granting and refusing access

[Enter your School Name here] will grant access requests that meet the following criteria:

- The provider has detailed knowledge of the nature of the SEND of Warren's students
- The provider can offer appropriate pathways for the students, both academically and personal development

[Enter your School Name here] will refuse any access request that:

- The school believes is not in the best interests of the students
- This list is not exhaustive and each access request will be considered on a case by case basis.

6.4 Safeguarding

Our safeguarding and 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.

6.5 Premises and facilities

Once the provider has been approved, the school will work with them to identify the best method for providing access to the students. The school will make relevant rooms available for discussions between the provider and students, as appropriate to the activity. This will all be discussed and agreed in advance of the visit with the Careers Lead. Technical aids e.g. interactive whiteboards can be supplied if requested.

Providers are welcome to leave a copy of their prospectus materials to be on display for our students and parents/carers in the family meeting room.

7.0 Previous providers

In previous years we have invited the following providers from the local area to speak to our pupils:

[Localise to your setting]

- East Coast College
- Suffolk Travel Training
- Marina Theatre
- Asda Lowestoft
- Carlton Marshes
- St Marks Church
- NHS
- College and Career Evening – City College Norwich, SENSE, Topcats, Involve, Suffolk Apprenticeships, Easton College, Otley College, Leading Lives and SENDIASS
- Local Constabulary

8.0 Working with parents and carers

We will work with parents and carers and involve them at every opportunity. This will include:

- Involving parents/carers
- Inviting them to encounters
- Sharing upcoming opportunities
- Collecting feedback

9.0 Pupil destinations

The school monitors and reviews pupil destinations annually to evaluate the effectiveness of the careers programme and transition support arrangements.

10.0 Complaints

Any complaints related to provider access can be raised following the school Complaints Policy.

11.0 Links to other policies

Safeguarding and Child Protection policy
Careers Guidance policy
RHSE policy
Complaints policy

12.0 Monitoring arrangements

The school's arrangements for managing the access of education and training providers to students are monitored by the Career's Lead and Senior Leadership Team.

Document Control

Changes History

Version	Date	Amended By	Details of Change
1	10/10/2024	Andrew Aalders-Dunthorne, CEO	New policy
2	01/09/2025	Andrew Aalders-Dunthorne, CEO	Annual Review
3	01/09/2026	Andrew Aalders-Dunthorne, CEO	Annual Review
4			
5			
6			

Approval

This policy will be reviewed annually by CEO or as required by changes in legislation.

At every review, this policy will be approved by the Trust Board.

The policy was last approved by the Trust Board on 15/10/2026.

END OF DOCUMENT