

Provider access policy

Key Manager	Principal
Ratified by LGB	Autumn Term 2018
Review Dates:	Autumn Term 2021
Location of Policy:	P:Drive: Policy Documents
Access to Policy:	Open
Policy Context:	This Policy applies to all staff and students of the Academy and to those others offered access to such Academy resources.

Version Control

Version Number	Revision Date	Author	Sections Affected	Changes
0.1	11/09/2018	Jay Davenport	All	New Policy

Contents

1. Aims	1
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 8 to 13 at Manor School Sports College 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

Lisa Smedley

Telephone:

01933 623921

Email:

lisa.smedley@manorschool.northants.sch.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	<i>Work - Lessons</i>		<i>Careers workshops</i>
Year 9	<i>Assembly and tutor group opportunities - employability skills Careers workshops</i>	<i>Invite local FE colleges & employers to contribute to WORLD OF WORK event Careers workshops</i>	<i>Health Awareness Day Careers workshops</i>
Year 10	<i>Assembly and tutor group opportunities - employability skills Careers workshop</i>	<i>Careers workshops</i>	<i>Young Enterprise event Careers workshops</i>
Year 11	<i>Assembly on opportunities at post 16 pathways</i>	<i>Sixth Form information evening</i>	

Year 12	Tutor notice on local FE college open days Careers workshops	Tutor notice on local FE college open days FE college & Apprenticeships – support with applications	
	Post-18 assembly apprenticeships Careers workshops	WORKSHOPS on future education, training and employment options Careers workshops	Trip to HE / UCAS fair UCAS workshops Apprenticeship workshops Careers workshops
Year 13	UCAS higher apprenticeship applications Careers workshops	Finding Work workshops on CVs, applications & interviews Careers workshops	

- Our **Careers Leader or Careers Administrator** will be able to identify the most suitable opportunity for you.
- In each academic year Manor students will complete a cycle of 2 terms on each of 'Work, World and Wellness'. The 'Work' element of this may provide further opportunities for training providers to access students.

4.3 Granting and refusing access

- Access to students for providers outside of Manor School Sports College should be confined to the opportunities identified in 4.2 Opportunities for access.
- Manor School Sports College reserves the right to increase / decrease the number of opportunities within statutory guidelines.
- There may be further opportunities for providers to access Manor School students (eg a special promotion, project or one-off regional / national event). Access will be determined at the discretion of the Careers Leader in consultation with the Assistant Principal with responsibility for Careers.

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

- A range of facilities will be available to enable providers to present to and access students effectively e.g. rooms, specialist equipment such as audio and visual devices
- Available facilities can be discussed and booked in advance via the careers administrator, **01933 623921** lisa.smedley@manorschool.northants.sc.uk
- The careers administrator will check the availability of requested facilities and resources via the Manor School facilities booking system and confirm in writing a week in advance of any event.
- Providers can leave prospectuses or other material for students to read within the appropriate careers library. A copy of any materials given to students must be made available to the Careers Lead.

5. Links to other policies

- Safeguarding/child protection policy
- Curriculum policy

6. Monitoring arrangements

The school's arrangements for managing the access of education and training providers to students is monitored by Assistant Principal with responsibility for 'Work' element of the curriculum.

This policy will be reviewed on a 3 year cycle by the Assistant Principal with responsibility for 'Work' element of the curriculum offer and approved by the Senior Leadership Team. At every review, the policy will be ratified by the local governing body.

Appendix 1: Roles and responsibilities

Role	Person Responsible
Governor with responsibility for Careers and Work related learning:	Tansi Harper
Senior Leader with responsibility for Careers and Work related learning:	Chris Bateman (Assistant Principal)
Careers Leader	Simon Hill
Careers Administrator	Lisa Smedley
Careers Advisor	Sandra Innes
Business Partner	Alistair Wilson