



**FORGE  
VALLEY  
SCHOOL**  
& SIXTH FORM

# POLICY STATEMENT ON PROVIDER ACCESS

<b>Date of Issue:</b>	March 2025
<b>Member of Staff Responsible:</b>	Dale Barrowclough, Headteacher
<b>Ratified on:</b>	April 2025
<b>Ratified by:</b>	Full Governing Body:  Mr S Andrews Co-Chair of Governors  Ms N Marsden Co-Chair of Governors
<b>Review Date:</b>	March 2026

Version	Section	Amendments	Date	Authors
March 2025	1, 2 & 4	Updates to sections	April 2025	S Brown

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*This policy statement sets out Forge Valley Schools arrangements for managing the access of providers to pupils at the school for the purpose of giving them information about the provider's education or training offer. This complies with the school's legal obligations under Section 42B of the Education Act 1997.*

## 1. Pupil Entitlement

All pupils in years 8-13 are entitled:

- To find out about technical education qualifications and apprenticeships opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point.
- To hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options events, assemblies and group discussions and taster events.
- To understand how to make applications for the full range of academic and technical courses.
- Management of provider access requests Procedure

Any provider wishing to request access should contact Sarah Brown, Careers Manager.

Telephone: 0114 234 8805 | Email: sbrown@forgevalley.sheffield.sch.uk

## 2. Opportunities for Access

A number of events, integrated into the school careers programme, may be available to providers as an opportunity to come into school to speak to pupils and/or their parents/carers. This includes but is not limited to:

- Careers related Tutorial and Assembly sessions – All year groups
- Post 16 Routes Fair – Y11, 12 and 13
- Post 16 Routes Parent and Pupil event – Y10
- Small group presentation sessions as appropriate – All year groups
- Application support sessions (Apprenticeships and alternative post 16 and post 18 routes) – Y11, 12 and 13

Providers who wish to access pupils in a specific timeframe or deliver a specific interaction outside of the school career programme of events should:

- Contact the Careers Manager at least 6 weeks in advance of their ideal date to allow time to organise the activity
- Note that events other than those planned in the school careers programme will not be facilitated during teaching hours

Please speak to our Careers Manager to identify the most suitable opportunity for you. Sarah Brown, Careers Manager. Telephone: 0114 234 8805 | Email: sbrown@forgevalley.sheffield.sch.uk

## 3. Premises and Facilities

The school will make the main hall, classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. The school will also make available AV and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Manager or other appropriate member of staff.

## 4. Additional Information

Providers are welcome to leave a copy of their prospectus or other relevant literature at the Careers Office which can be accessed by all pupils during breaks and lunch times. Any appropriate digital material will be circulated to the relevant year group as identified by the provider. Please ensure it is clear in communications who any information is aimed at, what the benefits to them are and whether there are any costs. We have carefully considered and analysed the impact of this policy on equality and the possible implications for pupils with protected characteristics, as part of our commitment to meet the Public Sector Equality Duty (PSED) requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations.