



## Provider Access Policy Statement

**Name of Policy:** Provider Access Policy

**Date First Adopted:** March 2019

**Agreed By:** Satinder Singh  
Headteacher

**Reviewed:** January 2026

**Next Review:** January 2027

This policy sets out the school's 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.

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

### Pupil entitlement

All pupils in years 8-11 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.

### Procedure

Encounters with employers, employees and experiences of workplaces are most effective when aligned with the interests of students in order to prepare them for the world of work and the skills they will need. Your company, staff and guidance have an essential part to play in helping our pupils' transition to life beyond school and developing their understanding of the wealth of working

opportunities their future could hold. If you or your company could help, even with just an hour of your time, please contact us.

A provider wishing to request access should contact Sarah Procter Careers Leader, or Paula Askew Careers Adviser.

School Switch Board: 01995 603226

Email: Careers Lead: [s.procter@garstang.fact.org.uk](mailto:s.procter@garstang.fact.org.uk)

Careers Adviser: [p.askew@garstang.fcat.org.uk](mailto:p.askew@garstang.fcat.org.uk)

A number of events, integrated into the school Careers programme, will offer providers an opportunity to come into school to speak to pupils and/or their parents/carers. This includes but is not exclusive to: parents' evenings, subject masterclasses, employer talks, careers events, mock interviews and enterprise events. Please contact the careers lead to identify the most suitable opportunity for you.

The annual Careers Convention in November gives all providers a platform for this. Please get in touch with the Careers Leader named above if you have not received a formal invitation to this event and you would like to attend.

### **Premises and facilities**

The school will make the main hall, classrooms or private meeting rooms available for discussions between the provider and pupils, 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 Leader or a member of their team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Careers Resource Centre, which is managed by the career's adviser. The Careers Library is available to all pupils at lunch and break times.

### **Granting and refusing access**

We will always try to provide access wherever possible. Access to students may be granted / refused based on the following criteria:

- The needs of the students
- The needs of the curriculum
- Timing of request (e.g. not during busing exam / assessment periods)
- Timing of the Academy day
- Nature of request from the provider
- Number of requests received from providers
- Number of requests received for a particular cohort of students
- Quality of previous interactions with our students

This list is not exhaustive and each access request will be considered on a case by case basis. The decision to grant or deny access to students will be made by the Headteacher.

### **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. Please ensure that this policy is accessed and read before requesting access. This policy can be found on the Academy's website. <https://garstangcommunityacademy.com/policies>