



## Provider Access Policy Statement

<b>Applicable to:</b>	✓	Astley Community High School
	✓	Seaton Sluice Middle School
	✓	Whytrig Middle School
<b>Approval body:</b>	Curriculum and Performance Committee	

### Status:

<b>Statutory policy or document</b>	Yes
<b>Review frequency</b>	Governing body to determine
<b>Approval by</b>	Governing body to determine

### Publication:

<b>Statutory requirement to publish on school website</b>	Yes
<b>Agreed to publish on school website</b>	Yes

### Review:

<b>Frequency</b>	<b>Next Review Due</b>
Annually	September 2021

**Version Control:**

<b>Author</b>	<b>Creation Date</b>	<b>Version</b>	<b>Status</b>
Business Manager (BW)	8 January 2018	0.1	Draft based on DfE example policy, for publication on website pending Governor approval
<b>Changed by</b>	<b>Revision Date</b>		
Business Manager (BW)	19 January 2018	0.2	Updated with Y8 information, ready for Governor approval
Business Manager (BW)	26 January 2018	1.0	Final version for publication
Business Manager (BW)	9 December 2018	1.1	Updated for 2018-19 to include new Careers Leader role
Business Manager (BW)	17 January 2019	2.0	Final approved version for publication
Careers Leader (PD)	4 September 2019	2.1	Updated for 2019-20
Business Manager (BW)	23 September 2019	3.0	Final approved version for publication
Business Manager (BW)	12 February 2020	3.1	Updates to programme of events
Careers Leader (PD)	1 September 2020	3.2	Annual review; no changes
Business Manager (BW)	28 September 2020	4.0	Final approved version for publication

## 1 Introduction

1.1 This policy statement sets out the federation’s arrangements for managing the access of providers to pupils at the federation schools for the purposes of giving them information about the provider’s education or training offer. This complies with the schools’ legal obligations under Section 42B of the Education Act 1997.

## 2 Student entitlement

2.1 Students in Years 8 to 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
- hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships - through options evenings, assemblies and group discussions and taster events
- understand how to make applications for the full range of academic and technical courses

## 3 Management of provider access requests

3.1 A provider wishing to request access should contact the Careers Leader (Mr Drought), relevant Head of School or Assistant Headteacher (Post-16).

3.2 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. This includes a careers and apprenticeships assembly programme featuring numerous providers e.g. HMRC, Accenture, Careers at Sea, TDR Training, Tyne North Training, RAF Careers, Port Services Blyth, Northumberland and Tyne & Wear NHS Trust, British Engines, and Northumberland County Council:

	Autumn Term	Spring Term	Summer Term
Year 8		<ul style="list-style-type: none"> <li>• IAG questionnaire</li> <li>• Careers and Higher Education information day</li> </ul>	<ul style="list-style-type: none"> <li>• Visit to Port Training Services in Blyth to see renewable energy industry</li> <li>• Careers Day during intake week</li> </ul>
Year 9	<ul style="list-style-type: none"> <li>• Careers and apprenticeships assembly programme</li> </ul>	<ul style="list-style-type: none"> <li>• Careers and apprenticeships assembly programme</li> <li>• Information from providers before the option process begins</li> <li>• Careers and Higher Education information day</li> </ul>	<ul style="list-style-type: none"> <li>• Careers and apprenticeships assembly programme</li> </ul>
Year 10	<ul style="list-style-type: none"> <li>• Careers and apprenticeships assembly programme</li> <li>• Life Skills - work experience preparation sessions</li> </ul>	<ul style="list-style-type: none"> <li>• Careers and apprenticeships assembly programme</li> <li>• Life Skills - PSHE sessions</li> <li>• University visits</li> </ul>	<ul style="list-style-type: none"> <li>• Careers and apprenticeships assembly programme</li> <li>• Life skills - assembly and tutor group opportunities</li> </ul>

	<ul style="list-style-type: none"> <li>• Visit to National Apprenticeship Roadshow</li> </ul>	<ul style="list-style-type: none"> <li>• Careers and Higher Education information day</li> </ul>	
<b>Year 11</b>	<ul style="list-style-type: none"> <li>• Careers and apprenticeships assembly programme</li> <li>• Life Skills - assembly on opportunities at 16</li> <li>• One to One Careers interviews</li> </ul>	<ul style="list-style-type: none"> <li>• Careers and apprenticeships assembly programme</li> <li>• Post-16 evening</li> <li>• Post-16 taster sessions</li> <li>• NCS assembly</li> <li>• One to one careers interviews</li> <li>• Careers and Higher Education information day</li> </ul>	
<b>Year 12</b>	<ul style="list-style-type: none"> <li>• Careers and apprenticeships assembly programme</li> <li>• Students' Finance team</li> <li>• Year group visit to Northumbria University</li> <li>• Talks from local universities regarding widening participation schemes</li> <li>• Whole Sixth Form visit to Apprenticeship Fair in Newcastle</li> <li>• Social Mobility Foundation scheme for aspiring young professionals</li> </ul>	<ul style="list-style-type: none"> <li>• Careers and apprenticeships assembly programme</li> <li>• Oxford and Cambridge University conference for most able</li> <li>• Careers and Higher Education information day</li> </ul>	<ul style="list-style-type: none"> <li>• Careers and apprenticeships assembly programme</li> </ul>
<b>Year 13</b>	<ul style="list-style-type: none"> <li>• Careers and apprenticeships assembly programme</li> <li>• Workshops - Higher Education and higher level apprenticeship applications</li> <li>• UCAS Club - support after school with university applications</li> <li>• Talks from local universities regarding widening participation schemes</li> <li>• Whole Sixth Form visit to Apprenticeship Fair in Newcastle</li> <li>• Oxbridge and Medicine interview preparation</li> </ul>	<ul style="list-style-type: none"> <li>• Careers and apprenticeships assembly programme</li> <li>• Careers interviews with an independent careers advisor for all students not applying for university</li> <li>• CV Writing workshop with DWP</li> <li>• Job interview preparation with Job Centre Plus</li> <li>• Careers and Higher Education information day</li> </ul>	<ul style="list-style-type: none"> <li>• Careers and apprenticeships assembly programme</li> <li>• Targeted weekly emails sent to parents with details of all apprenticeships</li> </ul>

- 3.3 Please speak to Mr Drought (ACHS/WMS) or Mrs McSparron (SSMS) to identify the most suitable opportunity for you.
- 3.4 The federation's Child Protection Policy sets out the schools' approach to allowing providers into school as visitors to talk to our students.

#### **4 Premises and facilities**

- 4.1 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 Leader, relevant Head of School, Assistant Headteacher (Post-16) or Northumberland County Council Careers Adviser.
- 4.2 Providers are welcome to leave a copy of their prospectus or other relevant course literature in the school library.