

Paulet High School	School Policy Document		
Document Title	Provider Access Policy		
Document Status	Approved	<i>Approved Date</i>	April 2019
Document Owner	Headteacher	Review	Annually
Audience:	Staff <input checked="" type="checkbox"/>	Students <input checked="" type="checkbox"/>	Governors <input checked="" type="checkbox"/> Parents <input checked="" type="checkbox"/>

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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 Paulet High School and Sixth Form 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: Katie Foster, Assistant Headteacher and Careers Leader.

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Telephone: 01283 247900

Email: k.foster@paulet.co.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. These integrated events are usually delivered internally, with a contribution from external providers where necessary. The one off events, such as a college open day or an apprenticeship fair, are regularly advertised to our students and where appropriate we will arrange a visit, during the school day, for a select group of students to attend.

Paulet High School employ an independent and impartial careers adviser from an outside agency to work with Year 10, 11 and 12 students to ensure that they are able to make an informed choice about their next steps. The adviser will see all of our Year 10 students once but where necessary repeat appointments can be made in year 11. The adviser also works intensively with students who have been identified as risk of NEET (Not in Education, Employment or Training). The adviser will inform students about the opportunities that other providers have, and when needed, they will complete application forms together for those selected college or apprenticeship placements.

Please speak to Katie Foster our Careers Leader to identify the most suitable opportunity for you.

4.3 Safeguarding

Our safeguarding/child protection policy outlines the school's procedure for checking the identity and suitability of visitors and this can be found on our website. Education and training providers will be expected to adhere to this policy.

4.4 Premises and facilities

Once visits have been agreed, Paulet will provide appropriate facilities to facilitate the visit, along with any equipment requested by the provider, where it is available. Sessions can be held in different venues according to the number of students and the requirements of the provider. Visits can be held in the main hall and delivered to over 200 students or sometimes in the classrooms with a smaller group.

We are happy to work with providers to provide any resources we can to make their visit possible and we are happy to accommodate those that need to bring extra equipment into the school in order to showcase what they do.

Providers are more than welcome to leave a copy of their prospectus or other relevant course literature at reception for the attention of Miss Katie Foster. Paulet High School will place the literature in the careers section of the library and within the sixth form centre so it is available to students during the course of or directly after the school day.

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5. Monitoring arrangements

The school's arrangements for managing the access of education and training providers to students is monitored by Katie Foster, Assistant Headteacher.

This policy will be reviewed by Katie Foster, Assistant Headteacher, annually. At every review, the policy will be approved by the Headteacher, Ian McArthur.