

Provider Access policy

Author:	Porsha McTaggart
Approval:	David James
Date approved:	24/04/2025
Review date:	23/04/2026
Review timescale:	Annual
Keywords:	[Keywords]
[Comments]	

Contents

1	Aims.....	3
2	Statutory requirements	3
3	Student entitlement	3
4	Management of provider access requests.....	3
4.1	Procedure	3
4.2	Opportunities for access.....	4
4.3	Granting and refusing access.....	5
4.4	Premises and facilities.....	5
5	Safeguarding.....	5
6	Links to other policies.....	5
7	Monitoring arrangements.....	5

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 ensures compliance with section 42B of the Education Act 1997 and the Skills and Post-16 Education Act 2022.

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

We are committed to providing students in Years 8 to 13 with six meaningful encounters with a range of education and training providers. This includes:

- Two encounters in Years 8 or 9
- Two encounters in Years 10 or 11
- Two optional encounters in Years 12 or 13

Each encounter must occur during the school day and provide students with:

- Information about technical education and apprenticeship options
- Insights into potential careers linked to these routes
- First-hand understanding of the training/learning experience

We also extend access opportunities to pupils in earlier years, including our primary phase, as part of our all-through educational ethos.

This policy shows how our school complies with these requirements.

3 Student entitlement

All students in Years 8 to 13 are entitled to:

- Learn about the full range of academic and technical education options at key transition points
- Hear from local, regional and national providers through assemblies, fairs, and workshops
- Receive guidance on applications and next steps

Younger students, particularly in Years 4 to 7, are offered early exposure to careers awareness through PSHE and STEM programmes.

4 Management of provider access requests

4.1 Procedure

A provider wishing to request access should contact the relevant assistant principal, via email to office@ccs.northants.sch.uk ensuring the subject of the email is "Provider Access Request". The request will be directed to the Assistant Principal, Porsha McTaggart.

4.2 Opportunities for access

Opportunities are built into our annual careers programme. These include (but are not limited to):

	Autumn term	Spring term	Summer term
Years 4-6	PSHE and Assembly Programme	PSHE and Assembly Programme National Science and Engineering Week STEM talks	PSHE and Assembly Programme Enterprise/Careers Fair
Year 7 & 8	PSHE and Assembly Programme	PSHE and Assembly Programme	PSHE and Assembly Programme
Year 9	PSHE and Assembly Programme STEM Christmas lectures Careers Fair	PSHE and Assembly Programme GCSE Options event	PSHE and Assembly Programme
Year 10	PSHE and Assembly Programme Careers Fair	PSHE and Assembly Programme Careers Adviser appointments	PSHE and Assembly Programme Work Experience
Year 11	PSHE and Assembly Programme Interviews with employers Careers Fair	PSHE and Assembly Programme Year 11 Parents' Evening Post-16 Options event	Post-16 Taster sessions and Induction event GCSE Results Day
Year 12	PSHE and Assembly Programme	PSHE and Assembly Programme	PSHE and Assembly Programme Work Experience
Year 13	PSHE and Assembly Programme	PSHE and Assembly Programme	PSHE and Assembly Programme A-Level Results Day

Please speak to Mrs McTaggart our careers leader to identify the most suitable opportunity for you.

4.3 Granting and refusing access

Access will be granted where the request:

- Meets the statutory obligations
- Aligns with our scheduled careers activities
- Poses no safeguarding or timetabling conflicts

We reserve the right to refuse access where:

- Requests are made at short notice
- The provider's content is not aligned with DfE-approved qualifications
- Requests duplicate similar recent sessions

4.4 Premises and facilities

We can provide:

- Classrooms or assembly spaces (up to 279 students)
- AV equipment (projector, speakers, whiteboards)
- Stationery upon request (with 5 working days' notice)

We encourage providers to share digital prospectuses in advance. Physical materials can be distributed with approval.

5 Safeguarding

Our safeguarding and child protection policy, **which is available on our school website and should be read in full before any access request is made**, 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.

6 Links to other policies

Further information can be found in our:

- Safeguarding and Child Protection Policy
- Careers guidance policy

These are available on our school website.

7 Monitoring arrangements

The school's arrangements for managing the access of education and training providers to students are monitored by Porsha McTaggart, Assistant Principal.

This policy will be reviewed by Porsha McTaggart annually. At every review, the policy will be approved by the principal.