



Part of T4 Trust

Provider Access Policy Statement

Action	Name	Date
Prepared by	Aaron Mulhern	September 2019
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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 Ian Mikardo High School 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 course

4. Management of Provider Access Requests

4.1 Procedure

A provider wishing to request access should contact: Karen Raftery, Head of Sixth Form and Careers).

Telephone: 020 8981 2413

Mob: 07894167902

Email: karen.raftery@ianmikardo.com

4.2 Opportunities for Access

A variety of events are integrated into the school careers programme which would potentially offer providers an opportunity to come into school to speak to students and/or their parents. The school calendar varies from year to year so providers need to contact the member of staff named above to identify the most suitable opportunity.

Events must be arranged well in advance, so it is essential that providers contact us early as possible in the academic year to be included in planning. Access to students and/or parents will be granted on the understanding that information and guidance offered by providers is related to technical courses, careers information and apprenticeship opportunities. Providers will be expected to meet the school's safeguarding requirements which can be found in the Safeguarding Policy Statement accessible on the school website.

	Autumn term	Spring term	Summer term
Year 8	<p><i>PSHE – Career & Work Skills focused sessions.</i></p> <p><i>Scenario based learning/Pastoral curriculum & ‘Student Directed’ trips develop planning, travel communication and budgeting skills.</i></p>	<p><i>PSHE – Careers day – collapsed timetable – focus on career/employment opportunities across subjects.</i></p> <p><i>Scenario based learning/Pastoral curriculum & ‘Student Directed’ trips develop planning, travel communication and budgeting skills.</i></p>	<p><i>Careers workshop – PSHE co-ordinated – facilitated by Careers Officer.</i></p> <p><i>Scenario based learning/Pastoral curriculum & ‘Student Directed’ trips develop planning, travel communication and budgeting skills.</i></p>
Year 9	<p><i>Tutor group opportunities – PSHE/PCC – focus on employability skills.</i></p> <p><i>Scenario based learning/Pastoral curriculum & ‘Student Directed’ trips develop planning, travel communication and budgeting skills.</i></p>	<p><i>Transitional Reviews – individual careers discussion with LA professionals.</i></p> <p><i>Scenario based learning/Pastoral curriculum & ‘Student Directed’ trips develop planning, travel communication and budgeting skills.</i></p>	<p><i>Transitional Reviews – individual careers discussion with LA professionals.</i></p> <p><i>PSHE – Careers day – collapsed timetable – focus on career/employment opportunities across subjects.</i></p> <p><i>Examinations discussion with Sixth Form Leader.</i></p> <p><i>Scenario based learning/Pastoral curriculum & ‘Student Directed’ trips develop planning, travel communication and budgeting skills.</i></p>
Year 10	<p><i>Tutor group opportunities – PSHE/PCC – focus on employability skills.</i></p> <p><i>Scenario based learning/Pastoral curriculum & ‘Student Directed’ trips develop planning, travel communication and budgeting skills.</i></p>	<p><i>Career Focus Days</i></p> <p><i>PSHE - CV writing FE college taster days.</i></p> <p><i>Training Provider taster days.</i></p> <p><i>Post 16 providers information at parent consultation days.</i></p>	<p><i>Annual Review – include individualised input from Careers advisor – Long/medium term goal setting.</i></p> <p><i>PSHE – Preparation for Working Life/FE.</i></p> <p><i>Scenario based learning/Pastoral curriculum & ‘Student Directed’ trips develop planning, travel communication and budgeting skills.</i></p>
Year 11	<p><i>Post 16 application discussion/decision making.</i></p> <p><i>Understanding Training/apprenticeship/FE providers</i></p>	<p><i>Mock Interview Day meetings.</i></p> <p><i>Careers interview – College visits & support for interviews.</i></p>	<p><i>Post 16 application checking.</i></p> <p><i>Support for accessing FE/Sixth Form.</i></p>

	<p><i>PSHE – Application & CV writing focus.</i></p> <p><i>‘One Lab’ – Business & Enterprise activities</i></p> <p><i>Scenario based learning/Pastoral curriculum & ‘Student Directed’ trips develop planning, travel communication and budgeting skills.</i></p>	<p><i>Scenario based learning/Pastoral curriculum & ‘Student Directed’ trips develop planning, travel communication and budgeting skills.</i></p>	
Year 12	<p><i>Bespoke timetables for sixth form – work/college/school placements.</i></p> <p><i>Career/Learning goal setting.</i></p>	<p><i>Work placements – input from professionals.</i></p> <p><i>‘One Lab’ – Business & Enterprise activities</i></p>	<p><i>Work placements – input from professionals.</i></p> <p><i>Planning/Career goal setting at Annual Review.</i></p>
Year 13	<p><i>Bespoke timetables for sixth form – work/college/school placements.</i></p>	<p><i>Bespoke timetables for sixth form – work/college/school placements.</i></p>	<p><i>Support for employment – Sixth Form Leader – leads student visits/access to interviews.</i></p> <p><i>Job applications and support access to professional qualifications.</i></p>

4.3 Granting and Refusing Access

We will grant access requests that meet the following criteria:

- Requests from Ofsted registered 11-19 providers.
- That offer creative and exciting opportunities for students linked to potential routes for enterprise, FE, Training & Employment.

4.4 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 refer to the Safeguarding and Child Protection Policy for further information.

4.5 Premises and Facilities:

The School will make the sports hall, outside play & theatre area, the school flat, classrooms and private meeting/conference rooms available for discussions between the provider and students, as appropriate to the activity. The school will also make available projectors and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with a member of SLT or a member of the Welfare Team as required.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Reception.

5. Monitoring Arrangements

This policy will be reviewed and updated in accordance with the Trust policy review schedule and from time to time may be updated more frequently in response to changes in guidance, legislation or under instruction from the Trust.

6. Links to Other Policies

Visitors Policy

- Careers guidance policy
- Curriculum policy
- Keeping Children Safe in Education (latest version)
- Child Protection and Safeguarding Policy
- COVID-19 Risk Assessment
- Healthy and Safety Policy
- Fire Safety Policy