




## Provider Access Policy Statement

<b>Date approved</b>	November 2024	<b>Approved by</b>	Standards
<b>Review cycle</b>	1 year	<b>Signature</b>	
<b>Date for review</b>	November 2025	<b>Author</b>	SEMH & Inclusion Advisor

This policy statement sets out Castle School's arrangements for managing the access of providers to 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.

### What are students entitled to?

All 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;
- 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.

For students of compulsory school age these encounters are mandatory and there will be a minimum of two encounters for year 8 to 9 students and two encounters for year 10 to 11 students.

These provider encounters will be scheduled during the main school hours and the provider will be given a reasonable amount of time to, as a minimum:

- share information about both the provider and the approved technical education qualification and apprenticeships that the provider offers
- explain what career routes those options could lead to
- provide insights into what it might be like to learn or train with that provider (including the opportunity to meet staff and students from the provider)
- answer questions from students.

### Meaningful provider encounters

One encounter is defined as one meeting/session between students and one provider. We are committed to providing meaningful encounters to all students.

### Who handles our access requests?

Any provider wishing to request access should contact the Castle School's Careers Lead: Dave Burrows, Deputy Headteacher via [d.burrows@castleschoolderby.co.uk](mailto:d.burrows@castleschoolderby.co.uk).

### **What opportunities are provided to allow access to students?**

Through our <https://castleschoolderby.co.uk/careers-and-post-16/> we offer providers numerous opportunities throughout the school year to speak to students and/or their parents. Please follow the link above to see what we are offering to our students and where providers can be involved in our school.

### **Who should providers contact to discuss events and options?**

Providers can speak to the Careers Lead to discuss possible attendance at relevant events. This will be discussed as a senior leadership to decide on the appropriateness for the students who attend school.

### **What can providers expect once a request has been accepted?**

Once we have approved a provider, we will work with them to identify the best method for providing access to our students.

Arrangements will be discussed in advance between our careers leader and a nominated member of the provider's team.

All access to students will be governed by our Safeguarding and Child Protection policies - student safety and welfare is our highest priority. If providers cannot comply with the terms and conditions of these policies access to students will be denied on this basis.

### **Premises and facilities**

The school will make the main hall, classrooms or private meeting rooms available for conversations 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 or a member of their team.

Meaningful online engagement is also an option and we are open to providers that are able to provide live online engagement with our students.

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 school librarian. The Resource Centre is available to all students at lunch and break times.

### **Can providers leave prospectuses for students to read?**

Providers are welcome to leave a copy of their prospectus and other relevant course literature with the Careers Lead.

**Complaints:**

Any complaints with regards to provider access can be raised following the school complaints procedure.