

# **Salendine Nook High School (Academy)**

## **Provider Access Policy (Non-Statutory)**

<b>Date policy written:</b>	<b>January 2023</b>
<b>Produced by:</b>	<b>Mrs S Johnson</b>
<b>Approved by SLT:</b>	<b>14.3.23</b>
<b>Review date:</b>	<b>January 2024</b>

## 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:

- 1.1 Procedures in relation to requests for access
- 1.2 The grounds for granting and refusing requests for access
- 1.3 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 provide a minimum of 6 encounters with technical education or training providers to all pupils in years 8 to 13 (see more detail in section 2.1 below).

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](#), the [Skills and Post-16 Act 2022](#) and on page 43 of guidance from the Department for Education (DfE) on [careers guidance and access for education and training providers](#).

This policy shows how our school complies with these requirements.

### 2.1 The 6 encounters schools must offer to all pupils in years 8 to 11

Schools must offer:

- 2.1.1 2 encounters for pupils during the 'first key phase' (year 8 or 9)
  - All pupils must attend
  - Encounters can take place any time during year 8, and between 1 September and 28 February during year 9
- 2.1.2 2 encounters for pupils during the 'second key phase' (year 10 or 11)
  - All pupils must attend
  - Encounters can take place any time during year 10, and between 1 September and 28 February during year 11

These encounters must happen for a reasonable period of time during the standard school day. Schools can continue to provide complementary experiences, but encounters outside of school hours won't count towards these requirements.

Schools must ask each provider to provide the following information as a minimum:

- 2.1.3 Information about the provider and the approved qualifications or apprenticeships they offer

- 2.1.4 Information about what careers those qualifications and apprenticeships can lead to
- 2.1.5 What learning or training with the provider is like
- 2.1.6 Answers to any questions from pupils

## 2.2 Meaningful provider encounters

Our school is committed to providing meaningful encounters to all pupils.

1 encounter is defined as 1 meeting/session between pupils and 1 provider.

Meaningful live online engagement is also an option at our school.

## 3. Student entitlement

All students in years 8 to 11 at Salendine Nook High School are entitled to:

- 3.1 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
- 3.2 Hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships, e.g. through activities and events such as options events, assemblies and taster events
- 3.3 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 our Careers Leader, Sam Johnson via the following contact details

Telephone: 01484 657541

Email: [sj@snhs.uk](mailto:sj@snhs.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:

	AUTUMN TERM	SPRING TERM	SUMMER TERM
YEAR 8	Careers focus activities  Keeping Safe Resilience activities	National Careers/Apprenticeship week World Book Day British Science Week	Subject specific careers talk Keeping Safe Careers activities

	AUTUMN TERM	SPRING TERM	SUMMER TERM
YEAR 9	Keeping Safe Resilience activities	National Careers/Apprenticeship Week Careers Fair Key Stage 4 options event Post 16 Technical college assembly Spotlight Mentoring	<b>No encounters – encounters must have taken place by 28 February</b>
YEAR 10	Post-16 options assembly with local colleges Life Skills – work experience preparation sessions Assembly and tutor group opportunities - employability skills	National Careers/Apprenticeship Week Careers Fair Key Stage 4 options event Spotlight Mentoring	Work experience preparation sessions Work experience Technical/vocational tasters at local college/s, training providers Meeting with Careers Advisors Spotlight Mentoring
YEAR 11	Post-16 provider open evenings Post-16 apprenticeships assembly Meetings with careers adviser Post-16 applications	National Careers/Apprenticeship Week Careers Fair Post-16 interviews Apprenticeships – support with applications	<b>No encounters – encounters must have taken place by 28 February</b> Confirmation of post-16 education and training destinations for all pupils

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

These events will run in line with any measures related to public health incidents, including COVID-19.

### 4.3 Granting and refusing access

Access to students is possible at the following times:

- Assembly (0845-0915)
- Annual Careers Fair
- Any reasonable request that can be accommodated within the timetable.

### 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.

### 4.5 Premises and facilities

Salendine Nook High 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 IT 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 the relevant member of staff.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Careers Hub which is managed by the Careers team. The Careers Hub is available to all students at lunch and break times.

## **5. Previous providers**

In previous years we have invited the following providers from the local area to speak to our pupils:

- 5.1 Greenhead College
- 5.2 Huddersfield New College
- 5.3 Kirklees College
- 5.4 Creative & Media School
- 5.5 CAPA
- 5.6 The White Rose Beauty School
- 5.7 Education & Semi Professional Football Academy
- 5.8 WYLP

## **6. Pupil destinations**

Last year, our year 11 pupils moved to a range of providers in the local area after school:

- 6.1 Greenhead College
- 6.2 Huddersfield New College
- 6.3 Kirklees College
- 6.4 CAPA
- 6.5 Calderdale College
- 6.6 The White Rose Beauty School
- 6.7 Mirfield College
- 6.8 Holy Trinity Sixth Form

## **7. Complaints**

Any complaints related to provider access can be raised following the school complaints procedure via the following link <https://snhs.kirklees.sch.uk/complaints/> or directly with The Careers & Enterprise Company via [provideraccess@careersandenterprise.co.uk](mailto:provideraccess@careersandenterprise.co.uk)

## **8. Links to other policies**

8.1 Safeguarding/child protection policy

8.2 Careers guidance policy

8.3 Curriculum policy

8.4 Complaints policy

## **9. Monitoring arrangements**

The school's arrangements for managing the access of education and training providers to students are monitored by the Careers Leader

This policy will be reviewed by the Careers Leader annually

At every review, the policy will be approved by the PDBW committee.