

Philpots Manor School



Provider Access Policy Statement

Approved by:	SLT	Date: February 2023
Last reviewed on:	February 2023	
Next review due by:	February 2025	

Policy Author: Elaine Payne, Careers Leader

Links with other policies: Careers Policy, Child Protection and Safeguarding Policy, Curriculum Policy, Work Experience Policy.

Philpots Manor School's Vision

To be an outstanding school that empowers each and every learner to channel their interests, talents and passions to become independent, educated, skilled and respectful citizens who are equipped to live happy, sociable and fulfilled lives.

This includes:

- Providing a safe, secure environment
- Recognising the individual needs and strengths of each child
- Planning and facilitating unique, enjoyable opportunities to maximise learning and potential
- Working with parents/carers and outside agencies to achieve the best for each child
- Ensuring opportunities from the wider community are utilised.

1. Aims

This policy statement aims to set out Philpots Manor 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 Philpots Manor 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 courses

4. Management of provider access requests

4.1 Procedure

A provider wishing to request access should contact **Elaine Payne Careers**, Employability and Transition Lead

Telephone: 01342 810268

Email: elaine.payne@philpotsmanorschool.co.uk

4.2 Opportunities for access

The school welcomes providers an opportunity to come into school to speak to students and/or their parents/carers as part of our careers programme. This may take place as part of an assembly or a one-off integrated careers event, such as a Business Brunch morning or a Careers and Transition Fair. All events are shared with our learners directly and can be found on the school website under the Careers banner 'Careers Noticeboard'

We will arrange visits for identified students to attend different transitional and academic organisations.

Philpots Manor School ensures that impartial careers advice is available to Year 11 students and Year 13 students, where appropriate, to ensure they are able to make an informed choice about their next steps.

Please speak to our **Elaine Payne** to identify the most suitable opportunity for your child

4.3 Granting and refusing access

A provider wishing to request access should contact Elaine Payne Careers Lead

Local providers are invited to key relevant events that are held at Philpots Manor School. When holding events we would, for example, invite apprenticeship providers, FE colleges, or other relevant groups. We encourage other providers who are interested in coming into the school to contact Elaine Payne to identify the most suitable opportunity.

4.4 Safeguarding

Philpots Manor School Child Protection and Safeguarding Policy and associated protocols outline the school's procedure for checking the identity and suitability of visitors. All visitors are signed in, allocated passes, advised of safeguarding measures and practice, and supervised by staff unless subject to a DBS check and part of a regular appointment.

Education and training providers will be expected to adhere to this policy.

4.5 Use of Premises and facilities

Once visits have been agreed, the school will work with the provider to ensure that the facilities and available equipment are put in place to support the event. Philpots Manor school is able to offer a range of different spaces to suit a diversity of event styles.

Providers are invited to leave copies of their prospectus or other relevant course literature at reception for the attention of Elaine Payne who will ensure that the information is used in Careers lessons and shared with parents in transition meetings and Annual Reviews