



## **Provider Access Policy**

### **St Mary's Catholic School Provider Access Policy**

#### Introduction

This policy statement sets out St Mary's Catholic school's arrangements for managing the access of providers to pupils at the school for the purposes 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.

#### Student entitlement

Students in years 8-13 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 evenings, assemblies and group discussions and taster events.
- To understand how to make applications for the full range of academic and technical courses.

For pupils of compulsory school age these encounters are mandatory and there will be a minimum of two encounters for pupils during the 'first key phase' (year 8 to 9) and two encounters for pupils during the 'second key phase' (year 10 to 11). For pupils in the 'third key phase' (year 12 to 13), particularly those that have not yet decided on their next steps, there are two more provider encounters available during this period, which are optional for pupils to attend.

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 pupils from the provider)
- Answer questions from pupils.

#### **Meaningful provider encounters**

One encounter is defined as one meeting/session between pupils and one provider. St Mary's Catholic School is committed to providing meaningful encounters to all pupils. Meaningful online engagement is also an option, and we are open to providers that are able to provide live online engagement with our pupils.

#### Management of provider access requests

##### **Procedure**

A provider wishing to request access should contact: *Georgina Tatman*, Assistant Head teacher



ST MARY'S  
CATHOLIC SCHOOL

Telephone: 01279 654901;

Email: [info@stmarys.net](mailto:info@stmarys.net)

### **Opportunities for access**

A number of events including our Careers Carousel, Sixth Form Enrichment Week, National Careers Week and National Apprenticeship week are integrated into the school careers programme. Our events offer providers an opportunity to come into school to speak to pupils and/or their parents: Please email our named Careers Leader at: [info@stmarys.net](mailto:info@stmarys.net) to identify the most suitable opportunity for you. The school policy visitor's policy on the school website sets out the school's approach to allowing providers into school as visitors to talk to our students.

### remises and facilities

The 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 AV and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Head of Careers or Careers Leader.

Providers are welcome to leave a copy of their prospectus or other relevant course literature in the Careers Library, which is managed by the school's Careers Leader and is accessible to all students.

### **Complaints:**

Any complaints with regards to provider access can be raised following the school complaints procedure or directly with The Careers & Enterprise Company via [provideraccess@careersandenterprise.co.uk](mailto:provideraccess@careersandenterprise.co.uk)

### **Review**

School Improvement Committee

Date of review: May 2023

Next Review Date: May 2024