



Woodlane High School

achieving success in a nurturing environment

Provider Access Policy Statement

Updated: January 2023

Next Update: January 2026

Aims

Every pupil, whatever their ambitions, should have the opportunity to explore what it is like to learn at the full range of learning providers, including colleges, universities, apprenticeship and training providers (including employers), University Technical Colleges (UTCs) and Studio Schools. That is why a legal duty was introduced in 2018 which requires all maintained schools and academies to ensure that there is an opportunity for a range of education and training providers to access all Year 8 to 13 pupils for the purpose of informing them about approved technical education qualifications and apprenticeships. By hearing directly from a range of providers, every pupil can build up a full picture of the options available and consider how the opportunity to study or train in different ways, and in different environments, might suit their skills, interests and aptitudes. This will lead to better-informed choices and help to reduce the risk of dropping out of courses.

This policy statement aims to set out our school's arrangements for managing the access of education and training providers to pupils 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

Statutory requirements

Schools are required to ensure that there is an opportunity for a range of education and training providers to access pupils in Year 8 to 13 (provider encounter), for the purposes of informing them about approved technical education, qualifications or apprenticeships. Schools must request a set level of information from each provider is delivered to pupils during each encounter.

Legislation (from 1 January 2023), requires schools to put on at least six encounters for pupils, over the course of school Years 8 to 13, with a provider of technical education or apprenticeships. These provider encounters must take place during normal school hours and meet specific criteria.

Schools must also have a policy statement that outlines the circumstances in which education and training providers will be given access to these pupils.

This is outlined in section 42B and 45A of the Education Act 1997, as amended by The Skills and Post-16 Education Act 2022.

This policy shows how our school complies with these requirements.

Pupil entitlement

All pupils in Year 7 to 11 at Woodlane 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:

Options in Full-time education:

- T Levels,
- Higher Technical Qualifications (HTQs), and

Options that combine work and study:

- Apprenticeships,
- Traineeships, and
- Supported internships.

- Understand how to make applications for the full range of academic and technical courses

All maintained schools and academies must provide six encounters with a provider of technical education or apprenticeships for Year 8 to 13 pupils. We have timed these six meetings to inform consideration of post-14, post-16 and post-18 options and progression to the next stage of education or training.

As a minimum, schools must offer:

- Two encounters for pupils during the 'first key phase' (Year 8 or 9) that are mandatory for all pupils to attend, to take place any time during year 8 or between 1 September and 28 February during Year 9.
- Two encounters for pupils during the 'second key phase' (Year 10 or 11) that are mandatory for all pupils to attend, to take place any time during year 10 or between 1 September and 28 February during Year 11.
- Two encounters for pupils during the 'third key phase' (Year 12 or 13) that are mandatory for the school to put on but optional for pupils to attend, to take place any time during Year 12 or between 1 September and 28 February during Year 13. Schools should encourage all pupils to attend the encounters, however, optional attendance for older pupils recognises that, while many 16- to- 18-year-olds will benefit from finding out more about post-18 technical options, some will be in the sixth form having made a firm decision to pursue their chosen pathway.

Content of Provider Encounters

Schools should design and tailor the programme of provider encounters so that, as pupils progress through school Years 8 to 13, they can build up a clear picture of technical education and apprenticeship opportunities available to them at different stages. This means taking account of the key stage 4, post-16 and post-18 options that each provider offers when deciding which year group(s) would benefit most from meeting a provider.

Recognising that providers often have multiple qualifications and courses to offer to young people at different ages, there is flexibility for schools to arrange meetings with the same provider across more than one 'key phase'. For example, the school may invite an FE college to talk to pupils in the first key phase (Year 8 to 9) about key stage 4 options and to talk to pupils in the second key phase (Year 10 to 11) about post-16 options. However, within the same key phase, schools must always provide encounters with two different providers to meet the legal requirement.

Management of provider access requests

Procedure

It is usual practice for the school to be the first to contact a provider. However, should a provider make a request the following procedures would apply:

1. Call/email request to the school office, on:

- Telephone: 02087435668
- Email: admin@woodlane.lbhf.sch.uk

Please note, any call request must be followed by an email.

2. Admin staff will pass information to a Deputy Head

3. Deputy Head will review and consider the request, including seeking relevant references/reviews

4. Business Manager will request essential information e.g. DBS details/data protection policy etc.

5. Confirm and book if deemed appropriate

Opportunities for access

A number of events, integrated into our careers programme, will offer providers an opportunity to come into school to speak to pupils and/or their parents/carers:

	Autumn term	Spring term	Summer term
Year 7	<ul style="list-style-type: none">• PSHCE lessons on careers and life skills• School nurse visits	<ul style="list-style-type: none">• PSHCE lessons on careers and life skills• World of work assembly• Parent assessment session• School nurse visits• Parents' evening	<ul style="list-style-type: none">• PSHCE lessons on careers and life skills• Parents' evening• School nurse visits
Year 8	<ul style="list-style-type: none">• PSHCE lessons on careers and life skills• School nurse visits	<ul style="list-style-type: none">• PSHCE lessons on careers and life skills• World of work assembly• Parent assessment session• School nurse visits• Parents' evening	<ul style="list-style-type: none">• PSHCE lessons on careers and life skills• Parents' evening• School nurse visits

Year 9	<ul style="list-style-type: none"> • PSHCE lessons on careers and life skills • Year 9 Enterprise Project • School nurse visits 	<ul style="list-style-type: none"> • PSHCE lessons on careers and life skills • World of work assembly • Parent assessment session • Commissioned impartial careers advice and guidance through LBHF • School nurse visits • Parents' evening 	<ul style="list-style-type: none"> • PSHCE lessons on careers and life skills • Parents' evening • School nurse visits
	<ul style="list-style-type: none"> • PSHCE lessons on careers and life skills 	<ul style="list-style-type: none"> • PSHCE lessons on careers and life skills • World of work assembly • Parents' evening • Parent assessment session • Commissioned impartial careers advice and guidance through LBHF • Parents' evening 	<ul style="list-style-type: none"> • PSHCE lessons on careers and life skills
	<ul style="list-style-type: none"> • GCSE guidance and next steps evening – including networking with Post 16 providers • Next Steps coffee morning – including networking with Post 16 providers • Weekly Sixth Form link with William Morris • Vocational Studies BTEC • Visits from outside speakers on jobs/careers/work topics through Vocational Studies BTEC • College visits to local providers and London based careers fairs with 	<ul style="list-style-type: none"> • World of work assembly • Parents' evening • Parent assessment session • Two-week work experience programme • Parent/pupil support with Post 16 applications • Weekly Sixth Form link with William Morris • Vocational Studies BTEC • Visits from outside speakers on jobs/careers/work topics through Vocational Studies BTEC • College visits to local 	<ul style="list-style-type: none"> • Vocational Studies BTEC • College taster sessions

	Y11 pupils/parents	providers and London based careers fairs with Y11 pupils/parents <ul style="list-style-type: none"> • Commissioned impartial careers advice and guidance through LBHF • Parents' evening 	
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Please speak to Tim Heapy (Deputy Head KS4) to identify the most suitable opportunity for you.

Granting and refusing access

- Access to pupils will only be granted when there is a clear benefit to the education of our pupils
- Access to pupils will only be granted when essential information e.g. DBS details/data protection policy etc. have been provided
- Access will only be granted when activity is well planned and booked well in advance

Safeguarding

Our safeguarding and child protection policy outlines the school's procedure for checking the identity and suitability of visitors and can be viewed on our school website.

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

Premises and facilities

- Access to appropriate rooms and facilities will be discussed and agreed well in advance with a Deputy Head
- Access to appropriate technology e.g. interactive white boards will be discussed and agreed well in advance with a Deputy Head
- Providers are welcome to leave a prospectus or other material for pupils/parents to read/take away with them

Links to other policies

Please access the following policies on the school website:

- Safeguarding and child protection policy
- Staff code of conduct

- Careers policy
- Curriculum policies
- Positive behaviour policy
- Other relevant policies