



Woodlane High School

achieving success in a nurturing environment

Provider Access Policy Statement

Updated: January 2026

Next Update: January 2029

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, (with further updates in 2023 and 2025) 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 their offer, e.g. 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

As a school we aim to:

- Develop knowledge and awareness among our pupils of all career pathways available to them, including technical qualifications and apprenticeships
- Support pupils in learning more about opportunities for education and training outside of school, before they make crucial choices about their future options
- Reduce drop-out from courses and avoid the risk of pupils becoming NEET (not in education, employment or training)

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 pupils.

This is outlined in:

- Section 42B of the [Education Act 1997](#)
- [Education and Skills Act 2008](#)
- [The School Information \(England\) Regulations 2008](#)
- The [Skills and Post-16 Education Act 2022](#)
- 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.

Pupil Entitlements

All pupils in Year 8 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 technical education and apprenticeships, including through whole school events, workplace visits, or small group/individual (targeted) experiences.
- Understand how to make applications for the full range of academic and technical courses
- Have a minimum of 4 encounters with providers, (6 if pupils attend up to Year 13).

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

The needs of pupils are always considered when planning an encounter, so these will be bespoke, and with consideration for how the pupil learns best, and the support required.

Access to providers is available and promoted to allow all pupils to access information about other providers of further education and apprenticeships. We are committed to encouraging all pupils to make decisions about their future based on impartial information.

Pupils in Years 8 and 9

All pupils in these year groups are offered:

- 2 encounters with education and training providers that all pupils must attend during the school day.
- Various non-compulsory encounters, e.g. through STEAM club.

Encounters can take place any time during year 8, and between 1 September and 28 February during year 9

Pupils in Years 10 and 11

All pupils in these year groups are offered, as a minimum:

- 2 encounters with education and training providers that all pupils must attend during the school day.
- The opportunity to participate in a work experience programme, if appropriate for the child's development.
- A visit to a careers fair.
- A weekly visit to a provider in Year 11 as part of the 'College Link' programme.
- An externally resourced employability programme.
- Engagement of parents with post-16 options, e.g. Coffee Morning and Next Steps Evening.

Encounters can take place any time during year 10, and between 1 September and 28 February during year 11

Recognising that providers often have multiple qualifications and courses to offer to young people at different ages, there is flexibility for the school to arrange meetings with the same provider across more than one group of pupils. For example, the school may invite our local FE college (West London College) to talk to pupils in our academic (GCSE) pathway about Level 1 or 2

BTECs and similar programmes of study. Whereas our vocational and nurture pathways may be better suited meeting the same provider about Inclusive Learning (entry level) opportunities. However, schools must always provide encounters with two different providers to meet the legal requirement.

Meaningful encounters with providers

Our school is committed to providing meaning encounters for all pupils.

A meaningful encounter:

- Is where the pupil can explore what it is like to learn, develop and succeed in that environment
- Involves meeting both staff and learners/trainees
- Has a clear purpose
- Is underpinned by learning outcomes that are appropriate to the needs of the pupil
- Involves a 2-way interaction between the pupil and the provider
- Includes information about the provider, such as their recruitment and selection processes, the qualifications that provider offers and the careers these could lead to
- Describes what learning or training with the provider is like
- Is followed by opportunities for the pupil to reflect on the insights, knowledge or skills gained through the encounter

The only way to ensure a provider is able to provide this meaningful work, is to undertake high quality partnership working from the outset with shared planning and information shared that maj

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 member of the senior leadership team, primarily Assistant Head.
3. The senior leaders will review and consider the request, including seeking relevant references/reviews
4. The Office Administration team will request essential information e.g. DBS details/data protection policy etc. as per the school's visitor information leaflet.
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 • Careers theme day with shops and employers. 	<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 • Life skills theme day. • Police/Fire safety skills event
Year 8	<ul style="list-style-type: none"> • PSHCE lessons on careers and life skills • School nurse visits • Careers theme day with shops and employers. 	<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 • TFL visit 	<ul style="list-style-type: none"> • PSHCE lessons on careers and life skills • Parents' evening • School nurse visits • Life skills theme day
Year 9	<ul style="list-style-type: none"> • PSHCE lessons on careers and life skills • Year 9 Enterprise Project • School nurse visits • Careers theme day with shops and employers. 	<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 • Recycling centre visit 	<ul style="list-style-type: none"> • PSHCE lessons on careers and life skills • Parents' evening • School nurse visits
Year 10	<ul style="list-style-type: none"> • PSHCE lessons on careers and life skills • Careers theme day with shops and employers. 	<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 • Local careers fair

Year 11	<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 and/or West London College. • Vocational Studies Programme • Visits from outside speakers on jobs/careers/work topics through Vocational Studies BTEC • College visits to local providers and London based careers fairs with Y11 pupils/parents • London Careers fair • Careers cluster • ATA Apprenticeship provider visit/support 	<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 and/or West London College • Vocational Studies Programme • Visits from outside speakers on jobs/careers/work topics through Vocational Studies • College visits to local providers • Commissioned impartial careers advice and guidance through LBHF/ partners • Parents' evening 	<ul style="list-style-type: none"> • Vocational Studies Programme • College taster sessions • Access to world of work opportunities when studies/exams finish.
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Please speak to a member of the school's leadership team, or the PSCHE Coordinator to identify the most suitable opportunity for you.

Live online encounters

We will consider requests for live online encounters with providers, which may be broadcast into classrooms or the school assembly hall. We will need to carry out technology checks in advance to make sure systems are compatible.

The school runs a successful after-school STEAM (Science, Technology, Engineering, Arts and Maths) club, in which visitors attend both in person and via live video to share information and learning about their jobs.

Granting and refusing access

Each access request will be considered on a case-by-case basis.

- We will grant access requests where there is opportunity for a positive contribution to our careers programme.

- 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

We will provide an appropriate room or assembly hall for any planned visits, with the necessary equipment providers require to carry out their visit.

- Providers are welcome to leave a copy of their prospectus or other relevant course literature with pupils.
- Providers will be met and supervised by a member of staff who will facilitate their visit.
- Access to appropriate rooms, facilities and technology e.g. interactive white boards will be discussed and agreed well in advance with a member of the leadership team.

Working with parents and carers

We aim to involve parents and carers in our careers programme and at appropriate times welcome your attendance at encounters with providers in school. Events such as our Post-16 Coffee Morning enable parents to meet local colleges and sixth forms in a relaxed environment and discuss options. School will write to parents with this information well in advance.

We also welcome feedback from parents and carers to help improve our offer of encounters with providers.

Pupil destinations

Last year, our year 11 pupils moved to a range of providers at post-16:

- William Morris Sixth Form
- West London College
- St Charles Sixth Form
- West Thames College
- City of Westminster College/Maida Vale
- Westminster Kingsway

Complaints

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

Links to other policies

Please access the following policies on the school website:

- Safeguarding and child protection policy
- Staff code of conduct
- PSCHE and Careers policy
- Curriculum policies
- Cultural Capital Provision Map
- Positive behaviour policy
- Other relevant policies