



**Jack Hunt School
Governing Body**



**PROVIDER ACCESS
POLICY STATEMENT**

Version 2.0

November 2021

**Governing Body Committee: Local Governing Body
Reviewed by SLT: N/A
Date Policy Reviewed: November 2021
Date of Next Review: November 2022**

Contents

Paragraph.....	Page
1. Aims	3
2. Statutory requirements	3
3. Student entitlement.....	3
4. Management of provider access requests	3
5. Opportunities for access	4
6. Granting and refusing access	5
7. Safeguarding	5
8. Premises and facilities	6
9. Links to other policies	6
10. Monitoring arrangements	6
11. Version History	6

1. Aims

- 1.1 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:
- (a) Procedures in relation to requests for access
 - (b) The grounds for granting and refusing requests for access
 - (c) Details of premises or facilities to be provided to a person who is given access

2. Statutory requirements

- 2.1 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.
- 2.2 Schools must also have a policy statement that outlines the circumstances in which education and training providers will be given access to these students.
- 2.3 This is outlined in section 42B of the [Education Act 1997](#).
- 2.4 This policy shows how our school complies with these requirements.

3. Student entitlement

- 3.1 All students in years 8 to 13 at Jack Hunt School are entitled to:
- (a) 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
 - (b) Hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships
 - (c) Understand how to make applications for the full range of academic and technical courses

4. Management of provider access requests

- 4.1 A provider wishing to request access should contact Steph McCracken, Curriculum Area Lead of PDE and Careers Lead, via:

- (a) Telephone: 01733 263526
- (b) Email: SMcCracken@jhs.pkat.co.uk

5. Opportunities for access

- 5.1 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:
- (a) Year 7 My World – Careers and Jobs introduction / introduction to the national careers service website and research task.
 - (b) Year 8 – Learning about careers and the world of work through a careers research project, investigating work and working life in a range of industries and challenging stereotypes. Students use Kudos careers software in their research.
 - (c) Year 9 – Students become more self-aware, appraising their qualities, skills, interests, aptitudes and achievements. They develop self-determination through discussion of their aspirations, including using Kudos careers software to explore routes into careers, and self-improvement through target setting and action planning. They write a personal statement. Students use information, advice and guidance to plan and make decisions about their post-14 options. They develop personal financial capability.
 - (d) Year 10 – Students become more self-aware, reviewing their appraisal of their qualities, skills, interests and achievements. They reflect on their employability skills and plan for self-improvement. They use Kudos and Fledglink careers app for this and to explore careers, including labour market information. They investigate different types of work and working life. They explore employment rights, taxation and develop personal financial capability. They handle job applications and interviews. They prepare for employability by participating in virtual work experience and reflect on their development, including by writing a CV.
 - (e) Year 11 – Students use information, advice and guidance to research, plan and make decisions on post-16 options. They identify and use a network of support in doing so. They write a personal statement, apply for post 16 courses/training and prepare for interviews.
 - (f) Year 12 & 13 PDE programme – annual programme linked to career planning, Post 18 destination options, University visits and UCAS. Development of enterprise skills through participation in the Peterborough Skills Service Inspire programme

KEY DATES	CONTENT	YEAR GROUP	IN PDE	IN TUTOR TIME
AUTUMN TERM 2021	POST-16 APPLICATION PROCESS	11	POST-16 OPTIONS PLANNING AND APPLICATIONS	DISCUSS FORECAST DATA AND GUIDANCE ON P16 APPLICATIONS
AUTUMN TERM 2021	PROSPECTIVE Y12 EVE	11	SIGNPOST	SIGNPOST
AUTUMN TERM 2021	POST-14 OPTIONS	9	POST-14 OPTIONS PLANNING	DISCUSS FORECAST DATA AND OPTION CHOICES
SPRING TERM 2022	POST-16 DEADLINE	11	CHECK SUITABLE APPLICATIONS HAVE BEEN MADE	CHECK SUITABLE APPLICATIONS HAVE BEEN MADE
SPRING TERM 2022	POST-14 DEADLINE	9	STUDENTS RECEIVE OPTIONS BOOKLET	DISCUSS OPTION CHOICES. CHECK AND SIGN FORM/PARENTAL CONSENT
SUMMER TERM 2022	VIRTUAL WORK EXPERIENCE	10	STUDENTS INVOLVED IN VWEX	

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

6. Granting and refusing access

6.1 We work closely with external providers to ensure students are aware of the full range of education opportunities available to them. We will support access through:

- (a) Supporting post 14 and post 16 information events and career fayres
- (b) Advertising and signposting independent information and parents' evenings / open evenings
- (c) Immediate local providers within the catchment of our cohort

7. Safeguarding

7.1 Our safeguarding and child protection policy outlines the school's procedure for checking the identity and suitability of visitors.

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

8. Premises and facilities

- 8.1 We have classrooms with speciality IT support and electronic screens. Facility access will be agreed at the time of booking. Facilities include access to classrooms that contain specialist IT support and access to interactive screens.
- 8.2 Providers are encouraged to leave prospectus information and other materials for students to use and read.

9. Links to other policies

- 9.1 The following policies should be read in conjunction with this policy:
- (a) Safeguarding and Child Protection policy
 - (b) Careers Overview document
 - (c) Curriculum policy statement
 - (d) Learning and Teaching policy

10. Monitoring arrangements

- 10.1 The school's arrangements for managing the access of education and training providers to students are monitored by Steph McCracken, Careers Lead.
- 10.2 This policy will be reviewed annually by the Careers Lead.
- 10.3 At every review, the policy will be approved by the governing board.

11. Version History

11.1 Table of Versions

VERSION	ACTION	RESPONSIBLE	DATE
1.0	Draft Complied and approved for upload	Amanda LAWRENCE	31/10/2017
1.1	Updated with current years data	Amanda LAWRENCE	31/10/2018

1.2	Updated with current years data	Amanda LAWRENCE	31/10/2019
1.3	Formatting Updated	Niamh WALSH	02/03/2020
2.0	Update and converted to policy format	Steph MCCRACKEN	01/11/2021