

# North Halifax Grammar School

## Provider Access Policy Statement



Approved by	Headteacher
Date approved	September 2023
Next review	Autumn Term 2024
Policy Owner	Assistant Headteacher 2

## 1. Aims

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:

- 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 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 students.

This is outlined in section 42B of the Education Act 1997, the Skills and Post-16 Act 2022 and on page 43 of 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.

### 2.1 The 6 encounters schools must offer to all pupils in years 8 to 13

Schools must offer:

- 2 encounters for pupils during the 'first key phase' (year 8 or 9)
  - All pupils must attend
  - Encounters can take place any time during year 8, and between 1 September and 28 February during year 9
- 2 encounters for pupils during the 'second key phase' (year 10 or 11)
  - All pupils must attend
  - Encounters can take place any time during year 10, and between 1 September and 28 February during year 11
- 2 encounters for pupils during the 'third key phase' (year 12 or 13)
  - Pupils can choose to attend
  - Encounters can take place any time during year 12, and between 1 September and 28 February during year 13

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

Schools must ask each provider to provide the following information as a minimum:

- Information about the provider and the approved qualifications or apprenticeships they offer
- Information about what careers those qualifications and apprenticeships can lead to
- What learning or training with the provider is like
- Answers to any questions from pupils

## 2.2 Meaningful provider encounters

Our school is committed to providing meaningful encounters to all pupils.

1 encounter is defined as 1 meeting/session between pupils and 1 provider.

Meaningful live online engagement is also an option at our school.

## 3. Student entitlement

All students in years 8 to 13 at North Halifax Grammar 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, e.g. through activities and events such as options events, assemblies and taster events
- 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 Alexandra Kent, Assistant Headteacher. Miss Kent is happy to speak to all providers either by phone or email. Any interested providers should contact Miss Kent on the following details.

Telephone: 01422 244 625

Email: a.kent@nhgs.co.uk

### 4.2 Opportunities for access

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:

	EXAMPLE EVENTS
YEAR 8	Assembly and tutor group opportunities Meeting with careers adviser
YEAR 9	Assembly and tutor group opportunities - employability skills Year 9 Options Information
YEAR 10	Activities week FE and HE information sessions, Careers Inspiration day and Apprenticeship event. Assembly and tutor group opportunities - employability skills, mock interviews Meeting with careers adviser
YEAR 11	Assembly and tutor group opportunities - employability skills Meetings with careers adviser Post-16 applications advice

	EXAMPLE EVENTS
YEAR 12	Higher education (HE) fair Young Enterprise Post-18 assembly - apprenticeships and Apprenticeships evening
YEAR 13	Post-18 assembly – with higher and degree apprenticeship providers Workshops – HE and higher apprenticeship applications

Please speak to Miss Kent to identify the most suitable opportunity for you.

These events will run in line with any measures related to public health incidents, including COVID-19.

### 4.3 Granting and refusing access

Providers will be given access to students during planned careers activities during regular school hours. Examples of the type of activities can be found above.

Providers will be refused access when;

- seeking access to students without reasonable notice
- seeking access to students during assessment periods
- seeking access to students for unreasonable periods of time

### 4.4 Safeguarding

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

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

### 4.5 Premises and facilities

Providers will have access to facilities fitting for a school environment. This includes appropriate IT equipment, meeting spaces and classrooms where necessary.

Providers will be free to leave promotional material for students to access in the relevant areas of school.

## 5. Previous providers

In previous years we have invited the following providers from the local area to speak to our pupils:

Calderdale College

Amazing Apprenticeships

Leeds Beckett University

Schneider Electric

Pennine Pneumatic Systems

Nestle

NHS

Mott McDonald

The Square Route Solicitors

## 6. Pupil destinations

- Pupil destination information can be found on the NHGS website <https://www.nhgs.co.uk/destinations>

## 7. Complaints

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

You will find the “*Complaints Policy and Procedure*” on the Policies page of the school website: <https://www.nhgs.co.uk/our-academy/policies>

Alternatively, you can liaise directly with The Careers & Enterprise Company via [provideraccess@careersandenterprise.co.uk](mailto:provideraccess@careersandenterprise.co.uk)

## 8. Links to other policies

- Safeguarding/child protection policy
  - You will find the “*Safeguarding Policy and Child Protection Procedures*” on the Policies page of the school website: <https://www.nhgs.co.uk/our-academy/policies>
- Careers policy
  - You will find the “*Careers Education, Information Advice & Guidance (CEIAG) Policy*” on the Policies page of the school website: <https://www.nhgs.co.uk/our-academy/policies>

## 9. Monitoring arrangements

The school’s arrangements for managing the access of education and training providers to students are monitored by Miss A Kent, Assistant Headteacher

This policy will be reviewed annually by Miss A Kent, Assistant Headteacher