



Provider access policy statement

Springwater School

**Approved by: Full
Governing Body**

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Contents

1. Aims.....	2
2. Statutory requirements.....	2
3. Student entitlement.....	2
4. Management of provider access requests.....	3
5. Links to other policies.....	4
6. Monitoring arrangements.....	4

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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 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](#).

This policy shows how our school complies with these requirements.

3. Student entitlement

All students in years 8 to 14 at Springwater 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
- 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 Melissa Sparks, Head of Sixth Form or in the case of Year 8 -11, Kim Ayrton, Head of Secondary.

Telephone: 01423 883214

Email: admin@springwater.n-yorks.sch.uk

4.2 Opportunities for access

A number of events, integrated into our careers programme, will offer providers an opportunity to come into school

Please speak to our Head of Sixth Form or Head of Secondary to identify the most suitable opportunity for you.

4.3 Granting and refusing access

- **Access will be granted to planned events**
- **Access will be granted to pupil EHCP review meetings, and advice sessions to individuals when they meet our careers advisor.**
- **Access will be granted to small groups sessions**
- **Access will not be granted if a pupil refuses to meet the provider**
- **Access will not be granted if the pupil is deemed to be in distress or experiencing an episode of challenging behaviour**
- **Access is likely to be alongside a familiar member of staff, advocate or peer.**

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.

In some cases in the best interests of the child or young person the parent/carer may be informed that the meeting has taken place.

4.5 Premises and facilities

- *We have a limited number of meeting rooms, and occasional un-timetabled classrooms. Please note these need to be booked and entered onto our school calendar to secure a booking. Please contact the relevant Head of Department in order to book a facility and inform them about your IT requirements. We aim not to use memory sticks in school and would therefore request that you email your presentation/materials at least 24 hours before the date of your visit.*
- *Providers can leave prospectuses or other material for students to read, but please note that accessible and adapted materials will be preferable. Many of our students use symbols to support their access to text.*



5. Links to other policies

- *Safeguarding/child protection policy*
- *Curriculum policy*

6. Monitoring arrangements

The school's arrangements for managing the access of education and training providers to students is monitored by Melissa Sparks and Kim Ayrton

This policy will be reviewed by Melissa Sparks annually. At every review, the policy will be approved by the Governing Body.