



# Range High School

## PROVIDER ACCESS POLICY

Person responsible for Policy: Assistant Headteacher - CA

Date of last review: September 2021

Date of next review: August 2022

**RESPONSIBILITY FOR THIS POLICY HAS BEEN DELEGATED TO THE HEADTEACHER**

**ANNUAL REVIEW**

**TO REQUEST ACCESS – PLEASE SEE SECTION  
4 OF THE POLICY**

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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 7 to 13 at Range 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
- 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 Rachel Gooding, Careers Leader

Telephone: 01704 879315

Email: [rg@range.sefton.sch.uk](mailto:rg@range.sefton.sch.uk)

#### 4.2 Opportunities for access

The school offers a comprehensive Careers' Education, Information, Advice and Guidance programme. An overview of this programme can be accessed on the school website by clicking on the PUPIL SUPPORT tab and then CAREERS.

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 including those listed below. Please speak to our Careers' Adviser to identify the most suitable opportunity for you.

The school will make a suitable place available for discussions between the provider and the students, as appropriate to the activity. The school will also make available ICT and other specialist equipment to support provider presentations. This can all be discussed and agreed in advance of the visit, with the Careers' Adviser.

Providers are welcome to leave a copy of their prospectus or other relevant course literature with the Careers' Adviser, so that it can be displayed and made available to students.

	Autumn term	Spring term	Summer term
<b>Year 8</b>		NHS Careers Competition	
<b>Year 9</b>		Key Stage 4 Options Event	Industry/ Enterprise Workshops
<b>Year 10</b>		Employability Skills Workshop	Application Form Workshop and Mock Interviews
<b>Year 11</b>	Workshops on Post-16 Opportunities Workplace visits / work shadowing	Support with Apprenticeships and college applications	
<b>Year 12</b>	HE and Apprenticeships/ Degree Apprenticeships Introduction	HE and Apprenticeships/ Degree Apprenticeships Research Workshops	Personal Statement and Job Application workshops
<b>Year 13</b>	HE and higher apprenticeship applications	Employability Skills Workshops	

### **4.3 Granting and refusing access**

The school will endeavour to meet all reasonable requests by providers for access to students. It may not be possible to accommodate requests made a short notice.

### **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 may request use of facilities such as assembly areas or ICT suites or may request remote access to classes via Google Meet / Zoom / Microsoft Teams.

## **5. Links to other policies**

In this section, you should outline any links to other policies, such as:

- Safeguarding/Child Protection Policy
- Careers Education and Guidance Policy
- Teaching and Learning Policy

These policies are available via the school website or upon request to the school.

## **6. Monitoring arrangements**

The school's arrangements for managing the access of education and training providers to students is monitored by Rachel Gooding, Careers Leader..

This policy will be reviewed by Carolyn Ainsworth (Assistant Headteacher 14-19 Education) and Rachel Gooding (Careers Leader) annually. At every review, the policy will be approved by the governing body.