

The Holmesdale School

Provider Access Policy Statement

This Provider Access Policy Statement should be read in conjunction with the Careers and Independent Advice and Guidance (CEIAG) Policy.

Equalities Statement

In our Trust we work to ensure that there is equality of opportunity for all members of our community who hold a range of protected characteristics as defined by the Equality Act 2010, as well as having regard to other factors which have the potential to cause inequality, such as socio-economic factors. For further information, please see our Equalities Policy.

Document Management

Date Approved: 6 October 2022

Next review date: 5 October 2023

Approved by: Board of Trustees

Responsible for: Secondary Improvement Team

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 13 at The Holmesdale 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 option events, careers fair and drop down days;
- 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 to the Holmesdale School should contact Jeanette Hamilton - Careers Adviser jeanette.hamilton@swale.at in the first instance or Sonia Houlker - Assistant Head Teacher sonia.houlker@swale.at

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:

Winter Term	Autumn Term	Spring Term	Summer Term
Presentations - bespoke Workshops	Workshops Parent/Carer eves Post 16 options assembly Post 18 options	Careers Fair Parents/Carer eves Presentations - bespoke Workshops	Parents/Carer eves Workshops Presentations - bespoke

	assembly Presentations bespoke		
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Please speak to our Careers Adviser to identify the most suitable opportunity for you.

4.3 Granting and refusing access

The Holmesdale School reserves the right to decline requests for a number of reasons. These include (but not restricted to) the following:

- if such attendance would provide an imbalanced view of available provision (e.g. several apprenticeship providers at an event and no colleges);
- if the provider's input would not be relevant to a particular event; ● if the request is not timely (e.g. students have already heard from similar providers during the year, or if they are involved in end of year exams);
- if the information is not seen to be in the best interest of pupils (e.g. if the provider is promoting a 'hard-sell' of their provision, rather than enabling students to make an informed decision; or there are concerns about the ethics or quality of the provision).

In such cases, the Careers Leader would inform the provider of this decision and the reason why. If the provider wishes to appeal this decision, they can contact Ms Sonia Houlker with responsibility for Careers & Employability at the school.

4.4 Safeguarding

Our Child Protection and Safeguarding Policy outlines the school's procedures for checking the identity and suitability of visitors.

This can be found here [Child Protection & Safeguarding Policy](#)

[Our Designated Safeguarding Lead is Mrs Beal \(DSL\)](#)

Education and training providers must adhere to this policy.

4.5 Premises and facilities

The school will make the main hall, classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. The school will also make available AV and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Headteacher or careers leader as appropriate. Providers are welcome to leave a copy of their prospectus or other relevant course literature at the school for sharing with students at other times.

5. Links to other policies

Child Protection and Safeguarding Policy

Careers and Independent Advice and Guidance (CEIAG) Policy.

6. Monitoring arrangements

The school's arrangements for managing the access of education and training providers to students are monitored by the Headteacher.

This policy will be reviewed by the Board of Trustees annually. At every review, the policy will be approved by the Board of Trustees.