



Peterhouse School

Peterhouse: Provider Access Policy

Kimberley Hudson

RELATED / RELEVANT POLICIES AND KEY DOCUMENTS

This document should be read in conjunction with:

- Work Related Learning Policy <https://primarysite-prod-sorted.s3.amazonaws.com/peterhouse/UploadedDocument/cbc99c19-abdb-4882-91d4-e2a877ee7f6a/work-related-learning-policy.pdf>
- Safeguarding/child protection policy <https://primarysite-prod-sorted.s3.amazonaws.com/peterhouse/UploadedDocument/df83c349-80fc-412b-abd0-3a381b3779a7/child-protection-safeguarding-policy-sept-22.pdf>
- Curriculum policy <https://primarysite-prod-sorted.s3.amazonaws.com/peterhouse/UploadedDocument/d05ff84d523f4231b015ce3bab47cd1e/curriculum-statement.pdf>
- Careers Education & Guidance Statement <https://primarysite-prod-sorted.s3.amazonaws.com/peterhouse/UploadedDocument/9336d4bd623c4068b94ca5be13b09b81/ceiag-entitlement-statement-2020.pdf>

SUMMARY / SCOPE

This policy statement sets out the school's arrangements for managing the access of providers to pupils at the school for the purposes of giving them information about the provider's education or training offer. This complies with the school's legal obligations under Section 42B of the Education Act 1997.

[https://www.legislation.gov.uk/ukpga/1997/44/section/42B#:~:text=\(1\)The%20proprietor%20of%20a,approved%20technical%20education%20qualifications%20or](https://www.legislation.gov.uk/ukpga/1997/44/section/42B#:~:text=(1)The%20proprietor%20of%20a,approved%20technical%20education%20qualifications%20or)

1 REVISION STATUS

This Review Date	Details of Changes	Sections Changed	Author	Date of next review
December 2022			Kimberley Hudson	December 2025
December 2022	Endorsed by the Governance Committee			
January 2023	Updated provider access legislation	Section 3 – student entitlement Section 4 – Opportunities for access	Kimberley Hudson	December 2024
February 2023	Endorsed by the Education Governance Committee			
October 2023	None required		Kimberley Hudson	October 2024
Endorsed by the Education Services Governance Committee 09.11.23				
April 2025	Policy reviewed	No changes	Kimberley Hudson	April 2026
Endorsed by the Education Services Governance Committee 14.05.2025				

2 AIMS

The aim of this policy statement is to outline our school's procedures for providing education and training providers access to students in order to inform them of their offer.

It sets out:

- Procedure for requesting access
- Justifications for approving and rejecting access requests
- Details of premises or facilities to be provided to a person who is given access

3 STUDENT ENTITLEMENT

All pupils in years 8 to 13 are entitled:

- to find out about technical education qualifications and apprenticeships opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point;
- to hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options events, assemblies and group discussions and taster events;
- to understand how to make applications for the full range of academic and technical courses.

For pupils of compulsory school age these encounters are mandatory and there will be a minimum of two encounters for pupils during the ‘first key phase’ (year 8 to 9) and two encounters for pupils during the ‘second key phase’ (year 10 to 11). For pupils in the ‘third key phase’ (year 12 to 13), particularly those that have not yet decided on their next steps, there are two more provider encounters available during this period, which are optional for pupils to attend.

These provider encounters will be scheduled during the main school hours and the provider will be given a reasonable amount of time to, as a minimum:

- share information about both the provider and the approved technical education qualification and apprenticeships that the provider offers
- explain what career routes those options could lead to
- provide insights into what it might be like to learn or train with that provider (including the opportunity to meet staff and pupils from the provider)
- answer questions from pupils.

4 MANAGEMENT OF PROVIDER ACCESS REQUESTS

4.1 Procedure

A provider wishing to request access should contact:

Kimberley Hudson, Teacher for Work Related Learning & Careers

Telephone | (01704) 506 682

Email | kimberley.hudson@aipeterhouse.org

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: **Please contact The Careers Lead to identify the most suitable opportunity to request access.**

	Autumn Term	Spring Term	Summer Term
Year 8	<ul style="list-style-type: none"> ALC lessons: WRL Topic Cycle– independent learning and creative thinking 	<ul style="list-style-type: none"> ALC lessons: WRL Topic Cycle– Knowledge of the wider world National apprenticeship week activities National careers week activities 	<ul style="list-style-type: none"> Parent & pupil careers fair (whole school)
Year 9	<ul style="list-style-type: none"> ALC lessons: WRL Topic Cycle– quality of life Meeting with careers advisor - Independent CIEAG 	<ul style="list-style-type: none"> ALC lessons: WRL Topic Cycle– Identity National apprenticeship week activities National careers week activities 	<ul style="list-style-type: none"> Parent & pupil careers fair (whole school)
Year 10	<ul style="list-style-type: none"> ALC lessons: WRL Topic Cycle– independent learning and creative thinking 	<ul style="list-style-type: none"> ALC lessons: WRL Topic Cycle– Knowledge of the wider world National apprenticeship week activities National careers week activities Technical/vocational tasters at local college/s, training providers 	<ul style="list-style-type: none"> Parent & pupil careers fair (whole school)
Year 11	<ul style="list-style-type: none"> ALC lessons: WRL Topic Cycle– quality of life Further education fair for a variety of FE providers Person centred planning meetings 	<ul style="list-style-type: none"> ALC lessons: WRL Topic Cycle– Identity National apprenticeship week activities National careers week activities Post 16 interviews with careers advisor 	<ul style="list-style-type: none"> No encounters – legislation requires encounters to take place by 18 February in Year 11 Confirmation of post – 16 education and training destinations for all pupils
Year 12	<ul style="list-style-type: none"> ALC lessons: WRL Topic Cycle– independent learning and creative thinking 	<ul style="list-style-type: none"> ALC lessons: WRL Topic Cycle– Knowledge of the wider world National apprenticeship week activities National careers week activities Small group sessions: future education, training and employment options Meetings with careers advisor - Independent CIEAG 	<ul style="list-style-type: none"> Parent & pupil careers fair (whole school)
Year 13	<ul style="list-style-type: none"> ALC lessons: WRL Topic Cycle– quality of life Visits to higher and degree apprenticeship providers Workshops – FE and apprenticeship applications 	<ul style="list-style-type: none"> ALC lessons: WRL Topic Cycle– Knowledge of the wider world National apprenticeship week activities National careers week activities Meetings with careers advisor - Independent CIEAG 	<ul style="list-style-type: none"> No encounters – legislation requires encounters to take place by 28 February in Year 13 Confirmation of post – 18 education and training destinations for all pupils
Year 14	<ul style="list-style-type: none"> ALC lessons: WRL Topic Cycle– independent learning and creative thinking Person centred planning meetings Application process sessions 	<ul style="list-style-type: none"> ALC lessons: WRL Topic Cycle– Identity National apprenticeship week activities National careers week activities Technical/vocational tasters at local college/s, training providers 	<ul style="list-style-type: none"> Parent & pupil careers fair (whole school) Transition planning/taster days

5 SAFEGUARDING

Our child protection and safeguarding policy details the school's process for verifying visitors' identities and suitability. Everyone on site, including providers of education and training will be expected to follow this policy.

<https://primarysite-prod-sorted.s3.amazonaws.com/peterhouse/UploadedDocument/df83c349-80fc-412b-abd0-3a381b3779a7/child-protection-safeguarding-policy-sept-22.pdf>

6 PREMISES AND FACILITIES

The school will make the main hall, classrooms or private meeting rooms available for discussions between the provider and pupils, 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 Careers Lead.

Meaningful online engagement is also an option and we are open to providers that are able to provide live online engagement with our pupils.

Providers are welcome to leave a copy of their prospectus or other relevant course literature with the Careers Lead who will make them available to students in the careers library.

7 COMPLAINTS

Any complaints with regards to provider access can be raised following the school complaints procedure

<https://primarysite-prod-sorted.s3.amazonaws.com/peterhouse/UploadedDocument/254b5dc4-21bb-4100-bfda-f73edbaef761/complaints-procedure.pdf>

or directly with The Careers & Enterprise Company via provideraccess@careersandenterprise.co.uk

8 APPROVAL AND REVIEW

The school's arrangements for managing the access of education and training providers to students is monitored by Kimberley Hudson, Careers Lead. This policy will be reviewed by SLT annually. Following every review, the policy will be endorsed by the Head of School and the Education Governance Committee.

Approved [10.02.2023] by Education Governance Committee.

Next review: [December 2024]

Signed: E. Heron Chair of Governors

C.Wallace Head of school