



Rossett School

Success for everyone

Provider Access Policy Statement 2024-25

Approved by:	Governing Body
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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 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 pupils.

This is outlined in section 42B of the [Education Act 1997](#), the [Skills and Post-16 Education 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

Rossett School will provide opportunities for providers to have meaningful encounters with students.

Rossett School will request that all providers who have interactions with students provide the information detailed above as a minimum requirement.

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. Pupil entitlement

All pupils in years 8 to 13 at Rossett 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

We actively seek to build partnerships with outside agencies, to broaden our pupils' horizons and to provide them with exposure to a range of education and career pathways.

A provider wishing to request access should contact Mrs S Daly, Assistant Headteacher & Careers Leader.

Telephone: 01423 564444 / Email: dalys@rs.rklt.co.uk

All events will need a minimum lead time of six weeks.

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. The following table provides an outline of events.

	Autumn term	Spring term	Summer term
Year 8	Careers Fair Assembly and tutor group opportunities – employability skills	National Apprenticeship Week events National Careers Week events	Trading Game – Off timetable event
Year 9	Careers Fair Assembly and tutor group opportunities – employability skills	National Apprenticeship week events Key Stage 4 options event	No encounters – encounters must have taken place by 28 February
Year 10	Careers Fair Assembly and tutor group opportunities – employability skills Life Skills – work experience preparation sessions	National Apprenticeship week events National Careers Week events Technical/vocational tasters at local college/s, training providers	Work experience preparation sessions Work experience Technical/vocational tasters at local college/s, training providers Year 10 Futures Day
Year 11	Careers Fair Post-16 provider open evenings Post-16 apprenticeships assembly Post-16 Sixth Form Taster Day	National Apprenticeship week events National Careers Week events Post-16 interviews Technical/vocational tasters at local college(s), training providers Apprenticeships – support with applications	No encounters – encounters must have taken place by 28 February Confirmation of post-16 education and training destinations for all pupils

Year 12	Careers Fair	Small group sessions: future education, training and employment options	Technical/vocational tasters at local college/s, training providers
	Higher education (HE) fair		
	Post-18 assembly – apprenticeships		
Year 13	Careers Fair	Meetings with careers adviser	No encounters – encounters must have taken place by 28 February
	Post-18 assembly – with higher and degree apprenticeship providers	Assembly and small group opportunities – employability skills	
	Workshops – HE and higher apprenticeship applications		

We run a range of careers and options events throughout the year, and we have the capacity to offer ad-hoc events. We would particularly welcome providers' attendance at year assemblies, where a whole year group is assembled in a hall environment, and you can tailor your presentation to specific age-groups. Presentations must be submitted to the Careers Leader 48 hours before the planned event.

Please speak to our Careers Leader to identify the most suitable opportunity for you.

4.3 Granting and refusing access

Access to pupils will be granted to support the following:

- Scheduled careers lessons
- Assemblies
- Careers events

Bespoke sessions can be requested, and the school will work to enable access, however this may be refused if an appropriate time/setting cannot be accommodated. If appropriate, the school will liaise with the provider to arrange a mutually agreeable 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

Facilities

- The school can offer a variety of hall and classroom spaces for use by providers.
- Audio-visual equipment is available.

- Providers are welcome to leave copies of their prospectus, or other relevant literature, for distribution.
- Virtual access to pupils may be arranged when required, via Microsoft TEAMS, and pre-prepared presentations can be sent to the Careers Leader, to facilitate

5. Previous providers

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

- Harrogate College
- Bradford University
- Huddersfield University
- Leeds Trinity
- VQ Solutions
- NYBEP
- York College
- Leeds City College of Building
- Leeds City College
- North Yorkshire Council
- North Yorkshire Police
- The Army
- Morrisons
- Specsavers
- University of York
- Rudding Park
- University of York
- York St. John University
- Verity Frearson

6. Pupil destinations

Last year, our year 11 pupils moved to a range of providers in the local area after school:

- Harrogate College
- Leeds City College
- St Aidan's Sixth Form
- Harrogate Grammar School Sixth Form
- Leeds College of Building
- Yorkshire Cricket College
- Askham Bryan College
- White Rose Beauty College
- York College
- Employment with training/apprenticeship
- Craven College – Aviation

Last year, our year 13 pupils moved to a range of providers in the local area after school including:

- University of York
- York St John University
- University of Huddersfield
- Leeds Trinity University
- Leeds Beckett University
- Leeds College of Art and Design
- Sheffield Hallam University
- Apprenticeships – Channel 4, Retail, Accountancy and Finance, Estate Agents, Gardening
- Police training

7. Complaints

Any complaints related to provider access can be raised following the school complaints procedure [here](#) or directly with The Careers & Enterprise Company via: provideraccess@careersandenterprise.co.uk.

8. Links to other policies

The school's policies can be accessed on our website [here](#), including:

- Safeguarding policy
- Careers guidance policy
- Complaints policy

9. Monitoring arrangements

The school's arrangements for managing the access of education and training providers to pupils are monitored by Mrs S Daly, Assistant Headteacher & Careers Leader.

This policy will be reviewed by Mrs S Daly, Assistant Headteacher & Careers Leader annually.

At every review, the policy will be approved by the governing board.