

Lacon Childe School

Provider Access Policy

Version Control

Policy author: Aleksandra Koziel
Policy approved by: Headteacher
Next policy review date: Autumn 2026

Version	Date	Details
1.0	October 2024	Policy written
2.0	Autumn 2025	General updates

Introduction

This policy statement sets out the school's arrangements for managing the access of providers to students at the school for the purpose 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.

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

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 students 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 students.

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

Student entitlement

Students in Years 7 - 11 are entitled:

- To hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships. Through virtual events, access to the prospectus, via information updates during assemblies/Morning Meetings/Ethics sessions and group discussions
- To find out about technical education qualifications and apprenticeships opportunities, as part of the careers programme which provides information on the full range of education and training options available at each transition point
- To understand how to make applications for the full range of academic and technical courses
- To at least six encounters for all our students to help learners understand and take-up wider technical education options such as T-Levels and Higher Technical Qualifications (two in Years 8 and 9, Two in Years 10 and 11)

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 students

We ensure that each registered student meets with a representative range of education and training providers to whom access is given and that the providers will provide the following set of prescribed information, as a minimum:

- Information about the provider and the approved technical education qualifications or apprenticeships that the provider offers;
 - Information about the careers to which those technical education qualifications or apprenticeships might lead;
 - A description of what the learning or training with the provider is like; (including the opportunity to meet staff and students from the provider) and
 - Responses to questions from the students (including our most vulnerable and those with additional learning needs) about the provider or technical education qualifications and apprenticeships
- Where practical, our registered students will have access to a university technical college.

Meaningful provider encounters

Our school is committed to providing meaningful encounters to all students. One encounter is defined as one meeting/sessions between students and one provider.

As part of our careers programme, we will consider requests from approved training, apprenticeship, technical and vocational educational providers, including University Technical Colleges where appropriate, to speak to our students. Lacon will also approach these providers directly when planning and organising key career related events throughout the school year, such as school assemblies, webinars within the curriculum, including live events and careers management events.

Management of provider access requests

Procedure

The school provides an extensive range of activities to ensure that all students have the information needed to make an informed decision about their future. Providers wishing to request access should contact the school main office. The school provides an extensive range of activities to ensure that all students have the information needed to make an educated decision about their future, any additional requests will be considered.

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:

	AUTUMN TERM	SPRING TERM	SUMMER TERM
YEAR 7	Careers fair day	Careers week	
YEAR 8	Careers fair day	Careers week	
YEAR 9	Careers fair day	Careers week	Apprenticeship options
YEAR 10	Careers fair day	Careers week Lionheart challenge	Apprenticeship options Mock interviews College visits
YEAR 11	Careers fair day	Careers week	

In addition to the above there are a range of assemblies delivered to all year groups across the academic year related to careers/jobs including those that are STEM related and apprenticeship opportunities. Please speak to our Careers Leader to identify the most suitable opportunity for you.

Granting and refusing access

A provider wishing to request access should contact Aleksandra Koziel, Careers Leader. All requests made by providers should be emailed at least 6 weeks in advance of the expected date of the session.

Telephone: 01299 270312 Email: Aleksandra.Koziel@laconchilleschool.co.uk

The school will then work with providers to identify the most effective opportunity for them to share information about education and training opportunities. The Careers Leader will prepare for each provider visit by notifying students and their parents to consult the provider website for background information, including details of the courses and qualifications that the provider offers.

Please complete this table and copy into an email to the Careers Leader:

Name of the provider requesting access & details of provision	e.g. ,Lakeside College, Further Education College, and Apprenticeship provider for 16– 18-year-old students
Contact name at Provider and contact details	Name and Job title: Email address: Telephone number
Proposed date, time, and length of session	
Number of staff who propose to visit	All visitors will be subject to our safeguarding policy. A DBS check will not be required.
Aims and objectives of session including year group	e.g., Year 10 assembly Post 16 Options including entry requirements, courses available, labour market information & sectors relating to courses, positive destinations on completion of courses.
Please demonstrate which Gatsby Benchmarks relate to the session and how. (link to information re Gatsby Benchmarks) https://www.gatsby.org.uk/education/focus-areas/good-career-guidance	e.g., BM1 After reading Careers Programme support to further enhance this BM4 linking GCSE subjects to career related learning and future progression routes BM7 Provide a meaningful encounter of further education

Proposed format, timings and duration of the session including facilities and equipment required	e.g., One hour assembly, classroom, or main hall to accommodate year group. PowerPoint presentation including videos. Questions and answers session for students. Literature to be taken away following assembly.
Support required from Lacon Childe School, including staffing	To enable the school to provide appropriate supervision.

A number of events, integrated into the school careers programme, will offer providers an opportunity to come into school to speak to students and/or their parents. The school will make provider visits available to all students in the relevant year group. The Careers Leader will ensure that the level of access will be for a 'reasonable period of time during the standard school day.' The School Day runs from 8:45am until 3.15pm. The school offers a comprehensive careers education programme and is committed to working with other providers to ensure our students can make informed decisions about future choices.

Please speak to our named Careers Leader to identify the most suitable opportunity for you. Once your request has been submitted, the School Careers Leader will respond to you within 10 working days. All requests will be given due consideration by the designated Careers Leader and Senior Leadership Team. Requests will be considered against:

- Clashes with other planned activities or visits
- Interruption to preparation for public or internal examinations
- Availability of school staff, space, and resources to host the session
- All requests will also be considered in line with the Schools' Safeguarding policy.
- TDMS will keep a log of all provider requests for access and the outcomes and record on Compass+ to support delivery and evaluation of the careers programme.

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.

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 Careers Leader. Providers are welcome to leave a copy of their prospectus or other relevant course literature at the library or give it to the Careers leader. This information will be made available to students in the library and in the sixth form study room. The library is available to all students at lunch and break times.

Previous providers

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

- Armed Forces
- Ludlow College
- HLNS Herefordshire College
- Kidderminster College
- King Edward VI College (Stourbridge)
- Bewdley Sixth Form

Student destinations

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

- Telford College
- King Edward VI College

- Kidderminster College
- Hereford Sixth Form College
- HLNS Herefordshire College
- Worcestershire College
- Bewdley College
- Apprenticeships
- The Army

Destination	2022/23
Further education	49
Sixth Form Colleges	54
Apprenticeship / Work-Based Learning	5
Employment / Labour Market	2
Moved away / Out of Area	0
Unemployed / NEET	0
Not known / Not sustained	1
Total	113

Complaints

Any complaints related to provider access can be raised by emailing the school at office@laconchilleschool.co.uk or directly with The Careers & Enterprise Company via provideraccess@careersandenterprise.co.uk

- All emails will be responded to during working hours and within two working days, dependent upon the level of concern/nature of the concern.
- If an issue cannot be resolved satisfactorily within a two email exchange (four in total), then a face to face meeting in school will be convened.

If you have not had a reply to a letter, telephone call or email within two working days or you feel the matter had not been dealt with appropriately, please contact the headteacher by writing to her at school, phoning the school or emailing office@laconchilleschool.co.uk