

Provider Access Policy Statement

Cardinal Heenan Catholic High School



Approved by:	Victoria Tiffany	Date: October 22
Last reviewed on:	October 22	
Next review due by:	October 23	

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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 Cardinal Heenan Catholic 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, through activities and events such as options events, assemblies, visits, careers fairs 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

If a provider would like to talk about post 16 options to our students, there are a variety of ways that we can arrange/facilitate this.

A provider wishing to request access should contact Kieran Gaffey, Careers Guidance Coordinator

Telephone: 0113 887 3240 Email: kgy@cardinalheenan.com

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:

	AUTUMN TERM	SPRING TERM	SUMMER TERM
YEAR 7	Assembly and tutor group opportunities - employability skills Careers Stand	Careers in the Curriculum Week	Careers in the Curriculum Week
YEAR 8	Assembly and tutor group opportunities - employability skills	Careers in the Curriculum Week Options Evening Options fair	Careers in the Curriculum Week Careers workshop
YEAR 9	Assembly and tutor group opportunities - employability skills	Careers in the Curriculum Week Options Evening Options fair Get into Construction event Careers Fair	Careers in the Curriculum Week Dragons Den Competition
YEAR 10	Assembly and tutor group opportunities - employability skills LLS employability and sport event	Careers in the Curriculum Week Mock Interviews Careers Fair	Careers in the Curriculum Week Work experience preparation sessions Work experience/work based skills session
YEAR 11	Assembly on opportunities at 16	Careers in the Curriculum Week Post-16 evening Apprenticeships – support with applications	Careers in the Curriculum Week

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

These events will run in line with any measures related to public health incidents.

4.3 Granting and refusing access

We will try to be as flexible as possible in allowing access to our school and students and will always ensure that the timing of events is in the best interests of them, their learning and their wellbeing. Access will not be granted during examination periods, for instance, or during health initiatives such as vaccinations.

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.

Please see point 5 below for a link to our policy.

4.5 Premises and facilities

- We have a variety of facilities available for you to use in order to present to/work with our students: 372 person capacity hall with tiered seating, large screen and full sound system inc. microphone; the hall can also be set up with tables to facilitate group workshops. Library/Classrooms are also available with smartboards and sound facilities. We also have a large foyer which is suitable for setting out information stands/stalls.
- Please inform Kieran Gaffey of the facilities that you require when booking to come in to school.
- You are more than welcome to leave prospectuses or other material for our students to read, or to signpost them to relevant online materials.

5. Links to other policies

This statement should be read in conjunction with our Safeguarding and Child Protection Policy which is available here www.cardinalheenan.com/about-us/policies-and-statutory-information/ . Information regarding Health and Safety, Accessibility and Equality can also be found here.

6. Monitoring arrangements

The school's arrangements for managing the access of education and training providers to students are monitored by Victoria Tiffany, Assistant Headteacher – Wider Curriculum with Wendy Kerley, Independent Careers Advisor.

This policy will be reviewed by Kieran Gaffey, Careers Guidance Coordinator, on an annual basis.