



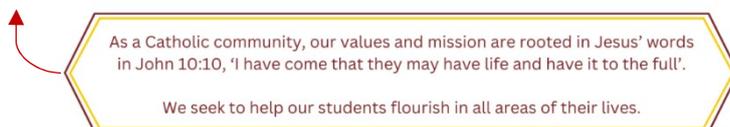
CARDINAL HEENAN
CATHOLIC HIGH SCHOOL

Provider Access Policy Statement

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Our Mission Statement

Our aim is to inspire excellence by encouraging every individual to be the person that God calls us to be.



The Catholic Christian community at Cardinal Heenan endeavours to help students to know and build a relationship with Jesus Christ and to live the Catholic faith through prayer, sacraments and service. We are committed to making learning challenging and enjoyable for all so that we will secure the best outcomes and remain lifelong learners who are committed to seeking truth.

We strive to help all to learn and grow, treating one another with respect and generosity, whilst supporting parents as the first and most important educators of our children. **Our aim is to inspire excellence by encouraging every individual to be the person that God calls us to be**, in preparation for this life and the life to come.

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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 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.

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

At Cardinal Heenan Catholic High School, we have a comprehensive Careers Programme which can be accessed [here](#). We welcome the opportunity to work with new partners.

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. Student entitlement

All students in years 8 to 11 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, e.g. through activities and events such as careers fairs, 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

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: kgv@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 Careers Fair	Careers in the Curriculum Week No encounters –encounters must have taken place by 28 February
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	No encounters –encounters must have taken place by 28 February Confirmation of post-16 education and training destinations for all pupils

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, including COVID-19.

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. We will publish dates of Careers Fairs and other large events on our calendar on the school website at the start of the academic year.

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 the Safeguarding section of our website for full details.

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. Previous providers

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

Notre Dame Catholic Sixth Form College, Leeds City College, Leeds College of Building, St Aidan's Sixth Form, Roundhay Sixth Form, Horsforth Sixth Form, Allerton High Sixth Form, Abbey Grange Sixth Form, Elliot Hudson Sixth Form, Leeds UTC, The Yorkshire College of Beauty, The University of Leeds, Leeds Beckett University, Leeds Trinity University, West Yorkshire Police, Army/Airforce Cadets, LLS (sports courses), Yorkshire Cricket College.

6. Pupil destinations

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

Notre Dame, Roundhay, Leeds College of Building, Leeds City College, Allerton High, Abbey Grange, Queen Etheburgas, Yorkshire College of Beauty, Harrogate Grammar, Hull City FC, Northern Ballet, Construction Apprenticeship.

7. Complaints

Any complaints related to provider access can be raised following the school complaints procedure which is on the school website or directly with The Careers & Enterprise Company via provideraccess@careersandenterprise.co.uk

8. Links to other policies

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

9. 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.

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