



The Fernwood School

High Achievement with Care & Discipline for All"

PROVIDER ACCESS POLICY STATEMENT

This policy will be monitored regularly and evaluated so that it remains responsive to current issues. This will be co-ordinated by the Assistant Head Teacher leading on Safeguarding and the Careers Lead.

Approved: May 2025
Next review: May 2026
Status: Statutory



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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.

As a minimum, schools must offer:

- Two encounters for students during the 'first key phase' (Year 8 or 9) that are mandatory for all students to attend, to take place at any time during Year 8 between 1st September and 28th February during Year 9
- Two encounters for students during the 'second key phase' (Year 10 or 11) that are mandatory for all students to attend, to take place at any time during Year 10 between 1st September and 28th February during Year 11

These encounters must take place during the standard school day. Schools and providers should work together, and schools must ask each provider to provide information to students that, as a minimum, includes:

- 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 learning or training with the provider is like
- Responses to questions from the students about the provider or approved technical education qualifications and apprenticeships

This is outlined in section 42B of the [Education Act 1997](#) and 'Careers guidance and access for education and training providers: Statutory guidance for schools and guidance for further education college and sixth form colleges. January 2023.'



This will include:

- Year 7,8 and 9 - Assembly and live Q & A session from local HE provider – The University of Nottingham
- Year 9 – Design Day
- Year 10 - Ask Apprenticeships working with school. Assemblies from local sixth forms, FE colleges and HE providers
- Year 11 - Range of assemblies and talks from local providers including sixth form colleges and FE colleges
- All year groups invited to a selection of careers talks during working life week, to include apprenticeship providers and Ask Apprenticeships

There will also be a range of other activities that take place to ensure students have a full range of information and guidance.

This policy shows how our school complies with these requirements.

3. Student entitlement

All students in years 7 to 11 at The Fernwood 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
- Understand how to make applications for the full range of academic and technical courses

We will ensure that the minimum requirement (as described in section 2) is met through a range of activities, including assemblies and visits to school for events such as Design Day in Year 9.

4. Management of provider access requests

4.1 Procedure

- The Fernwood School welcomes support from outside providers and this could take many forms including assemblies, workshops, visits and work experience
- Providers should contact the relevant staff member to discuss how they would like to provide information and guidance for students
- Providers must consider GDPR if requesting access to students and that any support offered may require risk assessments and/or DBS checks

A provider wishing to request access should contact Charlotte Blyth, Careers Lead

Telephone: 0115 9286326

Email: c.blyth@fernwood.school



4.2 Opportunities for access

The school has a full and in-depth careers programme with numerous opportunities for providers to come into school to speak to our students and their parents and carers. Our careers programme (published on the website) outlines the range of opportunities for providers to be involved with support for our students. These events include; an education, apprenticeship and careers fair open to all students, assemblies, working life week, interview skills day, input in lessons and tutor times. We welcome all offers and look forward to hearing from providers.

Please speak to our careers leader to identify the most suitable opportunity for you.

4.3 Granting and refusing access

There may be times when the school has to refuse access to a student or students and whilst this would be rare, the following reasons may result in this:

- 🚫 Parental consent not granted
- 🚫 Serious safeguarding concerns or medical reasons
- 🚫 External examinations

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.

A safeguarding leaflet will be provided to all visitors as they arrive in school and visitors should follow the instructions in relation to safeguarding, and health and safety.

4.5 Premises and facilities

Depending on the activity, we are committed to ensuring that providers have access to appropriate facilities so they can provide the support they would like to. We have access to ICT suites with equipment such as audio and visual devices as well as large spaces for delivering to larger numbers of students. We can also provide staff and equipment to enable providers to work with our students with SEND.

All requirements should be discussed with the careers leader when booking a visit to ensure the correct premises and facilities are available as this can be affected by school routines, such as examinations.

Providers are encouraged to leave prospectuses or any other materials for students to read and we can also send information to students electronically, using Microsoft Teams. This should be organised with the school's career's leader.



5. Links to other policies

- ☛ Careers Education Policy
- ☛ Career's guidance programme and operational plan
- ☛ Safeguarding policy
- ☛ Curriculum intent

6. Monitoring arrangements

The school's arrangements for managing the access of education and training providers to students is monitored by Charlotte Blyth, Careers Lead.

This policy will be reviewed by Charlotte Blyth annually in conjunction with the link governor. At every review, the policy will be approved by the Senior Leadership Team and the governing body.