



## Pendle Community High School & College Provider Access Policy Statement

### 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 8 to 13 at Pendle Community High School & College 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

### 4. Management of provider access requests

#### 4.1 Procedure

A provider wishing to request access should contact:

Joanne Chatburn, Acting Deputy Headteacher – [jchatburn@pchs.lancs.sch.uk](mailto:jchatburn@pchs.lancs.sch.uk)

or

Nicola Dean, Associate Senior Leader – [ndean@pchs.lancs.sch.uk](mailto:ndean@pchs.lancs.sch.uk)

#### 4.2 Opportunities for access

All our young people have access to careers and guidance on further education and planning for their future pathway at their Annual EHCP from year 9 onwards. All individual needs are understood and bespoke packages are planned for. Those students in their final year of schooling will have a timetable

and curriculum that focusses, in part, upon their next steps and life beyond school. They will be provided with a range of experiences and options supported by key members of staff. For our more dependent pupils transition into College begins after Easter with taster and orientation visits.

A wide range of IAG is on offer and could include:

- Support from the Transitions team
- Visits from local college staff
- Talks from ex students
- Attendance at Careers Fairs
- Local employer talks in school
- Work experience
- Visits to local colleges
- Local college taster carousel
- Access to Level 6 Careers Advisor where appropriate to the needs of the learner

In addition, College works very closely with Adult Services including Day Care Services, Employment Services and Adult Community Learning Disability Team to ensure a smooth transition at 18 and 19. For our more complex young people the Transition Team ensures all services provide joined up thinking.

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 8	Parents Evening		Parents Evening
Year 9	Parents Evening	Assemblies	Parents Evening
Year 10	Parents Evening		Parents Evening
Year 11	Parents Evening	Assemblies	Parents Evening
Year 12	Parents Evening		Parents Evening
Year 13	Parents Evening		Parents Evening
Year 14	Parents Evening	Assemblies	Parents Evening

Please speak to Joanne Chatburn / Nicola Dean to identify the most suitable opportunity for you.

#### **4.3 Granting and refusing access**

- All providers will make arrangements to visit the school / college at least two weeks before the visit by contacting Joanne Chatburn / Nicola Dean.
- Providers will not be permitted to make a visit without prior agreement

#### **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**

In this section, you should explain:

- Providers will be given access to students using agreed rooms, specialist equipment such as audio and visual devices
- The process for organising and agreeing which facilities can be used will be made during the contact arrangements discussion with Nicola Dean
- Providers can leave prospectuses or other material for students to read


## 5. Links to other policies

- Safeguarding/child protection policy
- Visitor Policy
- Vocational Educational and Careers policy
- Curriculum policy
- Local Offer

## 6. Monitoring arrangements

The school's arrangements for managing the access of education and training providers to students is monitored by Joanne Chatburn / Nicola Dean.

This policy will be reviewed by the senior leadership team annually. At every review, the policy will be approved by the governing body.

<b>Policy approved by governors:</b>	October 2021
<b>Review Date:</b>	September 2022
<b>Signed:</b> T Ashton, Chair of Governors	
<b>Signed:</b> D Grogan, Head Teacher	