Pendle Community High School & College
Provider Access Policy Statement

1. Aims

This policy sets out how education and training providers can access students to share information about their provision. It includes:

- Access request procedures
- Reasons for approving or declining requests
- Details of the facilities and premises available to providers granted access.

2. Statutory requirements

Schools are required to give students in Years 8 to 13 access to information about approved technical education qualifications and apprenticeships from a range of providers. They must also publish a policy statement outlining the circumstances in which providers can access students. This policy statement sets out how our school fulfils these duties under Section 42B of the Education Act 1997.

3. Student entitlement

All students in Years 8 to 13 at Pendle Community High School & College are entitled to:

- Learn about technical education qualifications and apprenticeship opportunities through the school's careers programme.
- Hear from a range of local education and training providers about the pathways they offer, including technical qualifications and apprenticeships.
- Receive information and guidance on applying for both academic and technical courses.

4. Management of provider access requests

4.1 Procedure

A provider wishing to request access should contact:
Dave Peel – Assistant Headteacher for KS5, Vocational Education and Careers – dpeel@pchs.lancs.sch.uk
or
Nicola Dean – TLR for Post 16, Careers, PD and Sensory Integration – ndean@pchs.lancs.sch.uk

4.2 Opportunities for access

All students have access to careers education, guidance and support to help them plan their future pathways. Opportunities are provided through annual EHCP reviews, the PSHE/PSD curriculum, dedicated careers activities, and individual guidance. Each student completes a Vocational Profile to identify their strengths, interests and aspirations, enabling bespoke transition and careers support to be planned.

In their final year of school or college, students follow a programme that places particular emphasis on their next steps. They are supported to explore their progression options through tailored experiences and guidance from key staff. For Entry Level Plus students, transition planning typically intensifies after Easter and may include taster sessions or orientation visits to their future provision.

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

- Support from the Young Adults Team

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

The College works closely with Adult Services, including Day Care Services, Employment Services and the All-Age Learning Disability Team, to ensure successful transitions at ages 18 and 19. For students with more complex needs, the Young Adults Team coordinates support across services to provide a joined-up approach.

As part of our careers programme, a range of events provide opportunities for education and training providers to engage with students and their parents/carers. These include parents' evenings, visiting speaker sessions and assemblies. Providers interested in contributing should contact Dave Peel or Nicola Dean to discuss the most appropriate opportunity.

4.3 Granting and refusing access

- Providers wishing to visit the school or college must contact Dave Peel or Nicola Dean at least two weeks in advance to arrange access.
- Visits must be agreed and authorised in advance. Providers may not visit without this agreement.

4.4 Safeguarding

The Visiting Speaker Policy sets out the school's procedure for checking the identity and suitability of visitors. Education and training providers will be expected to adhere to this policy and follow the Whole School Safeguarding and Child Protection Policy.

4.5 Premises and facilities

- Providers will be given access to appropriate facilities, including meeting rooms and relevant specialist equipment, such as audio-visual resources.
- Arrangements for the use of facilities will be agreed during discussions with Dave Peel or Nicola Dean when access is being planned.
- Providers may leave prospectuses and other relevant information materials for students to access.

5. Links to other policies

- Whole School Safeguarding and Child Protection Policy
- Visiting Speaker Policy
- Vocational Educational and Careers policy
- Curriculum policy
- Local Offer

6. Monitoring arrangements

Responsibility for overseeing and monitoring provider access arrangements rests with Dave Peel and Nicola Dean.

This policy will be reviewed annually by the Senior Leadership Team and approved by the Governing Body.

Policy owner:	Senior Leadership Team
Approved by:	Headteacher
Review frequency:	Annually
Next Review Date:	October 2027