Provider Access Policy Statement

This Provider Access Policy Statement should be read in conjunction with the Careers and Independent Advice and Guidance (CEIAG) Policy.

The Sittingbourne School

Equalities Statement

In our Trust we work to ensure that there is equality of opportunity for all members of our community who hold a range of protected characteristics as defined by the Equality Act 2010, as well as having regard to other factors which have the potential to cause inequality, such as, socio-economic factors. For further information, please see our Equalities Policy.

Document Management	
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Approved by:	Board of Trustees
Responsible for:	Secondary Improvement Team

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 14 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 14 at The Sittingbourne 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, personal development time, 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

A provider wishing to request access to students should contact Mrs. A. Seymour Careers Co-ordinator on 01795 411901 or amanda.seymour@swale.at

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:

	TERM 1 & 2	TERM 3 & 4	TERM 5 & 6
Year 8		Apprenticeship Talks,	Employer Engagement in subject areas
		Higher Education Activities	
Year 9	Higher Education Activities	Apprenticeship Talks	Higher Education Summer School Presentation
		Key Stage 4 options event	SEND Supported Learning Talk
			Employer Engagement in subject areas
Year 10	Student Work Experience Preparation Employer Talk	Higher Education Assemblies / Activities	EHCP Training Provider Event & Visits
	Higher Education Activities	Apprenticeship Talks	EHCP Supported Internships Provider Talk
	Labour Market Information	Careers Fair - Training Providers, Universities and Employers	Higher Education Summer School Presentation

	Parent Work Experience Information Evening		Kent Choices Overview and Unlock
			Higher Education Activity - Degree in a Day
			CXK - Group Careers Meeting
			Work Experience Week
Year 11	Journey into Sixth Form Assembly,	Apprenticeship Activities	EHCP Supported Internships Provider Talk
	Kent Choices - Opportunities	College T Level Presentation	
	Higher Education Activities	Higher Education & CXK Event - Post 18 Options	
Year 12	Sixth Form Option Evening including Higher Education Organisations		
	HE - Where Next Pt.1	HE - Where Next Pt.2	HE- Where Next Pt. 4
	Employer -Various Talk and Workshops	Apprenticeships Assembly -	Discover 2024 UCAS event
	Work Experience Preparation Assembly Employer Talk	Apprenticeships Application & Support Workshops	Higher Education Writing Personal Statements Workshops

	Higher Education Workshop Activity	HE & CXK Event - The Value of HE & Post 18 Options	University Summer School
	DWP CV Writing & Interview Workshops	Careers Fair - Training Providers & Universities	Meet the Employer
	Mock interview with local Employer	Work Experience week	Higher Education Student Finance Workshop
	Engineering Visit to local Employer	HE - Where Next Pt.3	
		Higher Education Workshops Research & Application	
Year 13 & Year 14	HE - University 1:1 Workshops Personal Statement Reviews	HE - Student Finance Workshop	
	HE - Portfolio Workshop Art	HE & CXK Event - The Value of HE & Post 18 Options	
	Employer -Various Talk and Workshops	Apprenticeships Application & Support Workshops	
	Higher Education Activities	Careers Fair - Training Providers & Universities	
		Apprenticeships Assembly	
		Higher Education Budgeting workshop	

Please speak to our Careers Co-ordinator 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

The Sittingbourne School reserves the right to decline requests for a number of reasons. These include (but not restricted to) the following:

- if such attendance would provide an imbalanced view of available provision (e.g. several apprenticeship providers at an event and no colleges);
- if the provider's input would not be relevant to a particular event;
- if the request is not timely (e.g. students have already heard from similar providers during the year, or if they are involved in end of year exams);
- if the information is not seen to be in the best interest of pupils (e.g. if the provider is promoting a 'hard-sell' of their provision, rather than enabling students to make an informed decision; or there are concerns about the ethics or quality of the provision).

In such cases, the Careers Leader would inform the provider of this decision and the reason why. If the provider wishes to appeal this decision, they can contact Mrs. Sarah Webb with responsibility for Careers & Employability at the school.

4.4 Safeguarding

Our Child Protection and Safeguarding Policy outlines the school's procedures for checking the identity and suitability of visitors.

This can be found in the Child Protection and Safeguarding Policy.

Education and training providers must adhere to this policy.

4.5 Premises and facilities

The school will make the main hall, classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. The school will also make available AV and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Headteacher or careers leader as appropriate. Providers are welcome to leave a copy of their prospectus or other relevant course literature at the school for sharing with students at other times.

5. Links to other policies

Child Protection and Safeguarding Policy

Careers and Independent Advice and Guidance (CEIAG) Policy

Work Experience Policy

6. Monitoring arrangements

The school's arrangements for managing the access of education and training providers to students are monitored by the Headteacher.

This policy will be reviewed by the Board of Trustees annually. At every review, the policy will be approved by the Board of Trustees.