



**SHENFIELD  
HIGH SCHOOL**

# **Provider Access Policy**

**January 2018**

Ratified by Governing Body on:	July 2018
Review Date :	January 2020

## **Introduction**

This policy statement sets out the school's arrangements for managing the access of providers to students at the school for the purpose of giving them information about the provider's education or training offer. This complies with the school's legal obligations under Section 42B of the Education Act 1997.

## **Pupil Entitlement**

All students in Years 8-13 are entitled:

- To find out about technical education qualifications and apprenticeships opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point;
- To hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through careers fairs, group discussions and taster events;
- To understand how to make applications for the full range of academic and technical courses.

## **Management of Provider Access Requests**

A provider wishing to request access should contact Mrs L Utton, Careers Administrator, Telephone: 01277 249250; Email: [l.utton@shenfield.essex.sch.uk](mailto:l.utton@shenfield.essex.sch.uk). Alternatively for further information, providers may contact Miss A Kadem, Team Leader Careers and Work Related Learning, Telephone: 01277 249250; Email: [a.kadem@shenfield.essex.sch.uk](mailto:a.kadem@shenfield.essex.sch.uk).

## **Opportunities for Access**

Shenfield High School holds an annual Careers Fair in October which is attended by a range of local providers. All training and education providers wishing to attend this event may do so by making timely contact with Mrs Utton.

In addition, Shenfield High School will always make every effort to facilitate all requests by providers to attend Shenfield High School to speak to students about technical education qualifications and apprenticeships. Shenfield High School will also authorise students to attend any taster events or open days held at providers' premises subject to grounds for granting and refusing requests below.

Should providers wish to promote any events to be held at their own premises or advertise any vacancies, they should contact Mrs Utton who will promote to students via weekly careers notices, the school website or email as appropriate.

## **Grounds for Granting and Refusing Requests**

Shenfield High School recognises the importance of students having information about all different routes available to them including technical qualifications and apprenticeships. With this in mind, Shenfield High School will always endeavour to grant all reasonable

requests from providers for access to students to inform students about these opportunities.

Requests for access to students may be refused on a particular date if:

- It coincides with internal or external exams for the Year group in question
- There is a prearranged activity already in the school calendar for the Year group in question
- There are internal/external exams or prearranged activities for other Year groups in the school which make it impossible for the school to accommodate or supervise such access

With regards to Years 11 and 13 approaching their GCSE and A Level/Btec examinations, any requests made for access in the Summer Term will be considered on a case-by-case basis taking into account any possible disruption caused by removing students from lessons close to external exams.

### **Premises and Facilities**

The school will make either the main hall, conference room, classrooms, computer rooms or meeting rooms available for discussions between the provider and students, as appropriate to the activity. The school will also make available AV and other IT equipment to support provider presentations. This will be discussed and agreed in advance of the visit with the Careers Administrator.

Providers are welcome to leave a copy of their prospectus or other relevant course literature to be displayed in the Careers Library. The Careers Library is available to all students at lunch and break times.