

Provider Access Policy Statement

Wyre Forest School



Approved by:	Rebecca Garratt	Date: February 2023
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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.

Schools must provide a minimum of 6 encounters with technical education or training providers to all pupils in years 8 to 13 (see more detail in section 2.1 below).

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](#), the [Skills and Post-16 Act 2022](#) and on page 43 of guidance from the Department for Education (DfE) on [careers guidance and access for education and training providers](#).

This policy shows how our school complies with these requirements.

2.1 The 6 encounters schools must offer to all pupils in years 8 to 13

Schools must offer:

- 2 encounters for pupils during the 'first key phase' (year 8 or 9)
 - All pupils must attend
 - Encounters can take place any time during year 8, and between 1 September and 28 February during year 9
- 2 encounters for pupils during the 'second key phase' (year 10 or 11)

- All pupils must attend
- Encounters can take place any time during year 10, and between 1 September and 28 February during year 11
- 2 encounters for pupils during the 'third key phase' (year 12 or 13)
 - Pupils can choose to attend
 - Encounters can take place any time during year 12, and between 1 September and 28 February during year 13

These encounters must happen for a reasonable period of time during the standard school day. Schools can continue to provide complementary experiences, but encounters outside of school hours won't count towards these requirements.

Schools must ask each provider to provide the following information as a minimum:

- Information about the provider and the approved qualifications or apprenticeships they offer
- Information about what careers those qualifications and apprenticeships can lead to
- What learning or training with the provider is like
- Answers to any questions from pupils

WFS will ask each provider to consider and prepare this information prior to meeting with pupils. The SEND needs of the pupil groups will also be clearly communicated and discussed with providers before any encounters take place. Providers may leave literature or website addresses to inform any follow-up activities.

2.2 Meaningful provider encounters

WFS is committed to providing meaningful encounters to all pupils. These encounters are bespoke to meet the needs of pupils in different pathways at WFS. Encounters are embedded into an on-going Careers and Transition programme, also taking into account the 4 Preparing for Adulthood outcomes.

The advice within [Making it Meaningful checklist](#) from the Careers & Enterprise Company is used to support all of our encounters. In short:

- Providers are fully briefed about their role and needs of WFS pupils.
- WFS staff prepare pupils prior to each event, supporting pupils in formulating their own questions for each provider. Pupils engage with providers directly, using their preferred methods of communication and supported by class staff. The outcomes and follow-up activities are recorded for each pupil using the Careers and Transition framework on Evidence for Learning.
- Parents are informed via the newsletter about any careers activity taking place, including open events at local providers. They are invited to The Life Beyond School events and supported, where required, to engage with providers. They are contacted yearly, from year 9 onwards, to speak to our Careers Advisor prior to each annual review.

Meaningful live online engagement is also an option at our school.

3. Student entitlement

All students, in years 8 to 13, at Wyre Forest 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

All pupils at WFS hold an ECHP of Special Educational Needs. Their needs and aspirations will be considered when organising provider access. We are committed to providing relevant, meaningful and aspirational encounters for all of our pupils.

4. Management of provider access requests

4.1 Procedure

Any provider wishing to request access should contact Rebekah Thompson, Deputy Headteacher

Telephone: 01562 827785

Email: office@wfs.worcs.sch.uk

4.2 Opportunities for access

A number of yearly events, set out below, are integrated into our careers and transition programme. These are enhanced by numerous visits and encounters arranged by teachers to meet the needs and aspirations of the pupils in their classes. Providers are welcome to contact us at any time over the year to request access to one of our planned events or to arrange a bespoke visit.

YEAR 8		Spring term: WFS Life Beyond School event <i>(all parents can attend in the evening)</i>		
YEAR 9	Autumn term: Visit to sixth form			
YEAR 10			Spring term: Taster Day at FE college: Kidderminster-pathway 4 pupils	Autumn term: Worcestershire Life Beyond School Event <i>(all parents can attend in the evening)</i>
YEAR 11	Live online session/visit into school from training provider-Mencap Autumn term: Taster in sixth form			
YEAR 12	Visit to FE college: Halesowen. Visit to Specialist College: QAC Visit to training provider: NOVA Visit to social provision: Odell Centre		Spring term: Taster Day at FE college: Kidderminster-pathway 3&4 pupils Taster sessions at Specialist College: Chadsgrove pathway 1&2 pupils	Spring term: Online workshops: WorldSkills uk, IGD, WorkPays SEND apprenticeships,
YEAR 13	Visit from training provider: Mencap Visit to social provision: Leapgate (pathway 3 pupils)			

YEAR 14	Visit to social provision: Wildgoose Rural Training (pathway 3 pupils)			
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Please liaise with Rebekah Thompson 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.

Our yearly **Life Beyond School** event is attended by a range of FE colleges, training providers, social providers, advice and advocacy services. Pupils are well-prepared for the event and supported by school staff to engage with all or selected providers on a meaningful 1:1 basis. Pupils first attend the event in year 7 or earlier and this continues yearly. At each event, as pupils make their way through their school life, pupils are able to ask further enquiring questions building on their past experiences and gaining the knowledge to make informed decisions about their future.

4.3 Granting and refusing access

All requests from providers will be welcomed and facilitated where possible. The following will be considered when granting access:

- level of course/provision offered
- relevance and accessibility to WFS pupils
- locality of provider
- safeguarding
- bespoke opportunities can be planned although the school calendar and timetable must be taken into consideration

4.4 Safeguarding

Our safeguarding policy is available to view on WFS website. The school's procedure for welcoming visitors into school is outlined in our Code of Conduct, also found on the WFS website.

Education and training providers will be expected to adhere to WFS policies.

4.5 Premises and facilities

Appropriate rooms will be allocated. Classroom interactive whiteboards are available for provider's use. Any specialist furniture, equipment and audio/visual devices can be discussed beforehand. Any measures related to public health incidents will be communicated by all parties.

5. Previous providers

In previous years we have invited the following providers from the local area to speak to our pupils:

Kidderminster College

Halesowen College

HoW College

Dudley College

Warwickshire College Group

Chadsgrove College

The Bridge

Queen Alexandra College
 The Glasshouse
 Derwen College
 Mencap
 NOVA Training
 2 Counties Training
 World Skills UK
 Work Pays- ASK ambassador
 Wild Goose Rural Training
 The Odell Centre
 Leapgate
 Muddy Boots
 Emily Jordan Foundation
 Myriad Centre
 Spectrum Days
 Ninevah Ridge
 Reach
 Sociables
 Worcester Apprenticeships
 Worcestershire Children First
 Online workshops- WorkPays, IGD, WorldSkills uk,

6. Pupil destinations

Last year, our year pupils moved to a range of providers in the local area after school:

WFS Leavers Destinations 2023									
Leavers 2023	WFS post-16	Training Level 1	FE College Level 2	FE College Level 1	FE College Supported courses	Specialist College	Social Provision	NEET	other
11	20	1			3				
12					1				
13				2	2	1			
14					5	2	3		

7. Complaints

Any complaints related to provider access can be raised following the school complaints procedure (Complaints and Unreasonable Complainants Policy available on WFS website) or directly with The Careers & Enterprise Company via provideraccess@careersandenterprise.co.uk

8. Links to other policies

The following relevant information can be found on the WFS website:

- Safeguarding Policy (including Child protection)
- Careers Strategy
- Code of Conduct
- Complaints and Unreasonable Complainants Policy

9. Monitoring arrangements

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

This policy will be reviewed yearly by Rebekah Thompson, Deputy Headteacher.

At every review, the policy will be approved by the governing board.