



# Provider Access Policy

Date: November 2023

Review date: November 2024

Approved by the Advisory Board: December 2023

Linked with other policies:

- Data Protection
- Privacy Notice
- Equality

Signed:

Registered address: All Saints School (Lessingham) Limited. Company no: 10323174  
Rookery Farm, Reynolds Lane, Potter Heigham, Great Yarmouth NR29 5LY

## Version Control

Version	Date of review/change(s)	Page and paragraphs affected	Summary of update
1	7/11/21	Page 1	Dates amended
		Page 4	<p><i>Opportunities for access</i> - 'students' changed to 'students and 'carers' added.</p> <p><i>Autumn Term</i> Yr8, 9, 10 Edfords added Yr9 East Coast Catering</p> <p><i>Aut/Spr/Sum Terms</i> Yr9 Edfords weekly provision Yr10, 11 East Coast choices, ASDAN/AQA units added</p> <p><i>Spring Term</i> Yr8 Careers/IAG week point added</p> <p><i>Summer Term</i> Yr11 Work Experience added</p>
		Page 5	<i>Impact of Our Provision</i> – additional lines added to track progress and enrolment
2	November 2023	P3 Student Entitlement	2 <sup>nd</sup> paragraph added
		P3	Meaningful provider encounters And Previous Provider list added
		P4	Destinations of our students added
		P4-5 Opportunities for Access	<p>[into school] or plan visits offsite</p> <p>Added to table: Year 8: Access to careers adviser Year 9: WEX Talks online Year 10 (catering etc): /local employer Year 11 (catering etc): Local Employer</p>
		P5	Added paragraph: Meaningful online engagement ...
		P6	Added paragraph: Complaints

## **Introduction**

This policy statement sets out the school's arrangements for managing the access of providers to students at the school for the purposes 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.

## **Student Entitlement**

All students in years 8-11 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 options events, assemblies and group discussions and taster events;
- To understand how to make applications for the full range of academic and technical courses.

For students of compulsory school age these encounters are mandatory and there will be a minimum of two encounters for students during the 'first key phase' (year 8 to 9) and two encounters for students during the 'second key phase' (year 10 to 11).

These provider encounters will be scheduled during the main school hours and the provider will be given a reasonable amount of time to, as a minimum:

- share information about both the provider and the approved technical education qualification and apprenticeships that the provider offers
- explain what career routes those options could lead to
- provide insights into what it might be like to learn or train with that provider (including the opportunity to meet staff and students from the provider)
- answer questions from students

## **Meaningful provider encounters**

One encounter is defined as one meeting/session between students and one provider. We are committed to providing meaningful encounters to all students using the Making it meaningful checklist. Meaningful online engagement is also an option, and we are open to providers that are able to provide live online engagement with our students.

## **Previous providers**

In previous terms/years we have invited/visited the following providers from the local area to speak to our students:

- East Norfolk Sixth Form
- City College Norwich
- Access Creative College
- Paston College
- Easton College
- East Coast College (Great Yarmouth)

## Destinations of our students

Last year our year 11 students moved to range of providers in the local area after school:

- Apprenticeship Route supported by East Coast College Great Yarmouth (8%)
- Apprenticeship Route supported by City College Norwich (8%)
- City College Norwich (25%)
- Easton College (8%)
- East Coast College Great Yarmouth (25%)
- East Norfolk Sixth Form (17%)

## Management of Provider Access Requests

### Procedure

A provider wishing to request access should contact Miss K King, School Support Manager & Careers Leader.

Telephone: 01692 582083

Email: [kking@allsaintslessingham.co.uk](mailto:kking@allsaintslessingham.co.uk)

### Opportunities for access

A number of events, integrated into the school careers programme, will offer providers an opportunity to come into school or plan visits offsite to speak to students and/or their parents/carers:

	Autumn Term	Spring Term	Summer Term
<b>Year 8</b>	<ul style="list-style-type: none"> <li>• Access to careers adviser</li> <li>• KS3 Parents evening</li> <li>• Wellbeing week</li> <li>• Introduction to all careers software</li> <li>• Overview of post 16 options for students and parents/carers</li> <li>• Links with Edfords care farm – educational visit</li> </ul>	<ul style="list-style-type: none"> <li>• Access to careers adviser</li> <li>• IAG through ‘Help You Choose’</li> <li>• Career Pilot</li> <li>• National Careers Websites</li> <li>• Careers/IAG week – outside speakers and presentations</li> </ul>	<ul style="list-style-type: none"> <li>• Access to careers adviser</li> </ul>
<b>Year 9</b>	<ul style="list-style-type: none"> <li>• Access to careers adviser</li> <li>• Catering at East Coast College</li> <li>• Wellbeing week</li> <li>• Introduction to all careers software</li> <li>• KS3 Parents evening</li> <li>• Links with Edfords care farm, educational visit and weekly provision provided</li> <li>• WEX Talks online</li> </ul>	<ul style="list-style-type: none"> <li>• Access to careers adviser</li> <li>• Catering at East Coast College</li> <li>• IAG through ‘Help You Choose’</li> <li>• Career Pilot</li> <li>• National Careers Websites</li> <li>• Norfolk Careers Festival</li> <li>• KS4 Options Evening</li> <li>• Careers/IAG week – outside speakers and presentations</li> <li>• Edfords weekly provision provided</li> <li>• WEX talks online</li> </ul>	<ul style="list-style-type: none"> <li>• Access to careers adviser</li> <li>• Catering at East Coast College</li> <li>• Edfords weekly provision provided</li> <li>• WEX talks online</li> </ul>

<b>Year 10</b>	<ul style="list-style-type: none"> <li>• Access to careers adviser</li> <li>• Catering, Construction, Hair + Beauty routes at East Coast College/local employer</li> <li>• KS4 Parents evening</li> <li>• College visits/open days</li> <li>• Wellbeing week</li> <li>• Access to ASDAN / AQA units awards</li> <li>• Links with Edfords care farm – educational visit</li> <li>• WEX Talks online</li> </ul>	<ul style="list-style-type: none"> <li>• Access to careers adviser</li> <li>• Catering, Construction, Hair + Beauty routes at East Coast College/local employer</li> <li>• IAG through ‘Help You Choose’</li> <li>• Career Pilot</li> <li>• National Careers Websites</li> <li>• KS4 Parents Information evening</li> <li>• Norfolk Careers Festival Careers/IAG week – outside speakers and presentations</li> <li>• Access to ASDAN / AQA units awards</li> <li>• WEX Talks online</li> </ul>	<ul style="list-style-type: none"> <li>• Access to careers adviser</li> <li>• Catering, Construction, Hair + Beauty routes at East Coast College/local employer</li> <li>• College visits/open days</li> <li>• Access to ASDAN / AQA units awards</li> <li>• WEX Talks online</li> </ul>
<b>Year 11</b>	<ul style="list-style-type: none"> <li>• Access to careers adviser</li> <li>• Catering, Construction, Hair + Beauty routes at East Coast College/Local Employer</li> <li>• KS4 Parents evening</li> <li>• IAG through Help You Choose</li> <li>• Career Pilot,</li> <li>• National Careers Websites</li> <li>• College visits/opening evenings</li> <li>• Support with Post 16 college interviews</li> <li>• Wellbeing week</li> </ul>	<ul style="list-style-type: none"> <li>• Access to careers adviser</li> <li>• Catering, Construction, Hair + Beauty routes at East Coast College/Local Employer</li> <li>• KS4 Parents Information evening</li> <li>• Norfolk Careers Festival Careers/IAG week – outside speakers and presentations Life skills – work experience preparation sessions and inviting ex-student back to school to discuss their job experiences.</li> <li>• Support with Post 16 college interviews</li> </ul>	<ul style="list-style-type: none"> <li>• Access to careers adviser</li> <li>• Catering, Construction, Hair + Beauty routes at East Coast College/Local Employer</li> <li>• Life skills – work experience week Transition Support internal and external with colleges/sixth forms and our EHCP coordinator, where necessary</li> <li>• Summer Buddy Scheme</li> <li>• Exams Results Day Support with enrolment days</li> <li>• Confirmation of post 16 education destination for all students</li> <li>• Work experience weeks</li> </ul>

Please speak to our Careers Leader to identify the most suitable opportunity for you.

### 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 Careers Leader or a member of their team. Meaningful online engagement is also an option and we are open to providers that are able to provide live online engagement with our students. Providers are welcome to leave a copy of their prospectus or other relevant course literature with our Careers Leader for students to access in the school library and their form rooms which are available to all students throughout the day.

**Impact of Our Provision**

We are able to measure the impact of our provision through our destination data as it reflects that 100% of our students continue in full time education, training or employment.

Student progress calls are made between October – November with all post16 providers in order to check enrolment and for any additional support needed to avoid any risk of NEET.

**Complaints:**

Any complaints with regards to provider access can be raised following the school complaints procedure or directly with The Careers & Enterprise Company via [provideraccess@careersandenterprise.co.uk](mailto:provideraccess@careersandenterprise.co.uk)