



CAISTOR GRAMMAR SCHOOL PROVIDER ACCESS LEGISLATION POLICY

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Signed:

Lucy Jackson

Chair of Trustees

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1. Aims

At Caistor Grammar School we aim to provide all students from year 8 to 13 with meaningful opportunities to explore a wide range of future options.

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 provider who is given access

As a school we aim to:

- Develop knowledge and awareness among our students of all career pathways available to them, including technical qualifications and apprenticeships
- Support students in learning more about opportunities for education and training outside of school, before they make crucial choices about their future options
- Reduce drop-out from courses and avoid the risk of students becoming NEET (not in education, employment or training)

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 students 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
- Education and Skills Act 2008
- The School Information (England) Regulations 2008
- The Skills and Post-16 Education Act 2022
- 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.

3. Student entitlement

All students in years 8 to 13 at Caistor Grammar School are entitled to:

- Find out about further education training, 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, e.g. through activities and events such as Careers Information Evening, assemblies and taster events.
- Understand how to make applications for the full range of academic and technical courses
- Have a minimum of 6 encounters with providers

These encounters must happen for a reasonable period of time during the standard school day.

As a school we can provide complementary experiences but encounters outside of school hours won't count towards these requirements.

We offer our students the encounters set out above, in line with the requirements. A number of events, integrated into the school careers programme, will offer providers an opportunity to come into school to speak to students and/or their parents/carers e.g., our annual Y12 Challenge of Industry event (annually held in July); our biennial Careers Fair (latest October 2024), alumni students giving careers talks to students in assemblies each term.

Access to providers is available and promoted to allow all students to access information about other providers of further education and apprenticeships. We are committed to encouraging all students to make decisions about their future based on impartial information.

Students in year 8 and 9

All students in these year groups are offered:

- 2 encounters with education and training providers
 - All students must attend

- Encounters can take place any time during year 8, and between 1 September and 28 February during year 9

Students in year 10 and 11

All students in these year groups are offered, as a minimum:

- 2 encounters with education and training providers
 - All students must attend
 - Encounters can take place any time during year 10, and between 1 September and 28 February during year 11

Students in year 12 and 13

All students in these year groups are offered, as a minimum:

- 2 encounters with education and training providers
 - Students can choose to attend
 - Encounters can take place any time during year 12, and between 1 September and 28 February during year 13

3.1 Meaningful encounters with providers

Our school is committed to providing meaning encounters for all students.

A meaningful encounter:

- Is where the student can explore what it is like to learn, develop and succeed in that environment
- Involves meeting both staff and learners/trainees
- Has a clear purpose
- Is underpinned by learning outcomes that are appropriate to the needs of the student
- Involves a 2-way interaction between the student and the provider
- Includes information about the provider, such as their recruitment and selection processes, the qualifications that provider offers and the careers these could lead to
- Describes what learning or training with the provider is like
- Is followed by opportunities for the students to reflect on the insights, knowledge or skills gained through the encounter

4. Management of provider access requests

4.1 Procedure

A provider wishing to request access should contact Mrs Athanasia Ellerby, Assistant Headteacher Personal Development on 01472 851250 or careers@caistorgrammar.com.

4.2 Information we ask from providers

As a school we ask each provider to provide the following information for our students:

- Information about your provision and the approved qualifications or apprenticeships you offer
- Information about what careers those qualifications and apprenticeships can lead to
- What learning or training with you is like
- Answers to any questions from students

4.3 Opportunities for access

There are a number of events, integrated into our careers programme, that offer providers an opportunity to come into school to speak to students and/or their parents/carers.

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

In the following table:

- Examples of the opportunities provided for training and education providers to speak to students and/or their parents/carers

	AUTUMN TERM	SPRING TERM	SUMMER TERM
YEAR 8	Assembly for university technical colleges (UTCs) Tutor group talk with Careers Advisor Drop down day – employability skills – Real Game Day Networking event for students and parents/carers (Careers Information Evening) with providers and employers	Assembly with Apprenticeships provider. Assembly for university technical colleges (UTCs) Careers based workshops	Careers Assemblies
YEAR 9	Assembly and tutor group opportunities – employability skills Tutor group talk with Careers Advisor Networking event for students and parents/carers (Careers Information Evening) with providers and employers	Options assembly Drop down Day – STEM Activity – British Army Assembly with Apprenticeships provider. Assembly for university technical colleges (UTCs)	No encounters – encounters must have taken place by 28 February

	AUTUMN TERM	SPRING TERM	SUMMER TERM
YEAR 10	<p>Post-16 technical education options assembly with a general further education college</p> <p>Life skills – work experience preparation sessions</p> <p>Assembly and tutor group opportunities – employability skills</p> <p>Networking event for students and parents/carers (Careers Information Evening) with providers and employers</p>	<p>Webinar – Valuable Insights into Apprenticeships</p> <p>Assembly and tutor group opportunities – employability skills</p> <p>Assembly for university technical colleges (UTCs)</p>	<p>Work experience preparation sessions</p> <p>Work experience</p> <p>Careers based follow up activities.</p> <p>Small group sessions: future education, training and employment options</p>
YEAR 11	<p>Post-16 apprenticeships assembly</p> <p>Assembly opportunities – employability skills</p> <p>One to one meeting with careers adviser</p> <p>Post-16 applications</p> <p>6th form Open evening</p> <p>Networking event for students and parents/carers (Careers Information Evening) with providers and employers</p>	<p>Employer assembly for students</p> <p>Assembly with Apprenticeships provider.</p> <p>Assembly for university technical colleges (UTCs)</p>	<p>No encounters – encounters must have taken place by 28 February</p> <p>Confirmation of post-16 education and training destinations for all students</p>

	AUTUMN TERM	SPRING TERM	SUMMER TERM
YEAR 12	Post-18 assembly – apprenticeships Networking event for students and parents/carers (Careers Information Evening) with providers and employers Assembly opportunities – employability skills	Small group sessions: future education, training and employment options Meetings with careers adviser Post-18 assembly – with higher and degree apprenticeship providers	Higher Education/ Further Education assembly and workshop in school. Higher education (HE) fair
YEAR 13	Post-18 assembly – with higher and degree apprenticeship providers Workshops – HE and higher apprenticeship applications Networking event for students and parents/carers (Careers Information Evening) with providers and employers	Meetings with careers adviser Assembly and small group opportunities – employability skills	No encounters – encounters must have taken place by 28 February Confirmation of post-18 education and training destinations for all students

4.4 Live online encounters

We will consider requests for live online encounters with providers, which may be broadcast into classrooms or the school assembly hall. We will need to carry out technology checks in advance to make sure systems are compatible.

4.5 Granting and refusing provider access requests

Each access request will be considered on a case-by-case basis.

We will grant access requests where there is opportunity for a positive contribution to our careers programme.

4.6 Safeguarding

Our Visiting Speaker policy outlines the school’s procedure for checking the identity and suitability of visitors.

Education and training providers will be expected to adhere to this policy.

4.7 Premises and facilities

We will provide an appropriate room or assembly hall, with the necessary equipment providers require to carry out their visit effectively – details will be agreed with the provider.

Providers are welcome to leave a copy of their prospectus or other relevant course literature with our Careers Leader who will then advertise these in the library, which is open to students at break and lunch times.

Providers will be met and supervised by a member of staff who will facilitate their visit.

5. Working with parents and carers

We aim to involve parents and carers in our careers programme and welcome your attendance at encounters with providers in school. Information will be shared with parents/ carers through the half termly Personal Development letters and the Headteachers weekly letter

If you would like to speak to the school about encounters with providers, please contact the Careers Leader at careers@caistorgrammar.com.

We also welcome feedback from parents and carers to help improve our offer of encounters with providers.

6. Previous providers

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

- Access Creative College
- ASK Apprenticeships
- Catch Apprenticeships
- Forrester Boyd
- Franklin College
- Grimsby Institute
- HETA Apprenticeships
- John Leggott College
- North Lindsey College
- Orsted
- University Campus North Lincolnshire
- Wilkin Chapman

The providers listed above are just an example and is not an exhaustive list.

7. Student destinations

Last year, our year 11 students moved to a range of providers after school:

- Franklin College

- Grimsby Institute
- Heta
- John Leggott College
- KEVGS Louth
- Lincoln College
- QEGS Horncastle
- Wyke 6th Form college

Last year, our year 13 students moved to a range of providers after school:

- Apprenticeships
- Aberystwyth University
- Aston University Birmingham
- Durham University
- Imperial College London
- Keele University
- Lancaster University
- Lincoln Bishop University
- Liverpool John Moors University
- Manchester Metropolitan University
- Newcastle University
- Nottingham Trent University
- Sheffield Hallam University
- Queen Mary University London
- University of Bath
- University of Birmingham
- University of Cambridge
- University of Derby
- University of East Anglia
- University of Edinburgh
- University of Glasgow
- University of Leeds
- University of Leicester
- University of Lincoln
- University of Liverpool
- University of Manchester

- University of Nottingham
- University of Oxford
- University of Sheffield
- University of Southampton
- University of St Andrews
- University of Stirling
- University of Sunderland
- University of Warwick
- University of Westminster
- University of York

8. Complaints

Any complaints related to provider access can be raised following the school complaints procedure. You can find the policy at <https://www.caistorgrammar.com/our-school/policies/>.

9. Links to other policies

- Safeguarding/child protection policy
- Visiting Speaker policy
- Careers guidance policy
- Curriculum policy
- Complaints policy
- Equality and diversity policy
- SEND policy

10. Monitoring arrangements

Our school's arrangements for managing the access of education and training providers to students are monitored by Athanasia Ellerby, Assistant Headteacher for Personal Development.

This policy, the information included, and its implementation will be monitored by the trustee body and reviewed annually.