



Poole High School

# Provider Access Policy

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# **Provider Access Policy**

## **1.0 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

## **2.0 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 also have a policy statement outlining the circumstances under 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.

## **3.0 Student entitlement**

All students in years 7 to 13 at Poole High 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



## 4.0 Management of provider access requests

A provider wishing to request access should contact the Careers Lead

Telephone: 01202 662007

Email: [ceiag@poolehigh.poole.sch.uk](mailto:ceiag@poolehigh.poole.sch.uk)

### Opportunities for access

|                                                                                                                                               | Y7              | Y8                        | Y9                        | Y10           | Y11            | 6 <sup>th</sup> Form      |
|-----------------------------------------------------------------------------------------------------------------------------------------------|-----------------|---------------------------|---------------------------|---------------|----------------|---------------------------|
| Assemblies (2 x per year group in lower school)                                                                                               | ✓               | ✓                         | ✓                         | ✓             | ✓              | ✓                         |
| PHSE Careers Lessons (7 fortnightly timetabled sessions)                                                                                      | ✓<br>(A1 & A2)  | ✓<br>(A2 & S1)            | ✓<br>(A2 & S1)            |               | ✓<br>(A1 & A2) |                           |
| Employer Encounter (talks/workshops via departments or tutor / 6 <sup>th</sup> form enrichment (face-to-face or online) or whole school DDDs) | ✓               | ✓                         | ✓                         | ✓             | ✓              | ✓                         |
| Electronic Careers Classroom (portal for sharing information and opportunities)                                                               | ✓               | ✓                         | ✓                         | ✓             | ✓              | ✓                         |
| Termly Newsletters                                                                                                                            | ✓               | ✓                         | ✓                         | ✓             | ✓              | ✓                         |
| Website & Social Media                                                                                                                        | ✓               | ✓                         | ✓                         | ✓             | ✓              | ✓                         |
| National Apprenticeship Week, National Careers Week                                                                                           | ✓               | ✓                         | ✓                         | ✓             |                | ✓                         |
| VI Form Aspirations Day / Y10                                                                                                                 |                 |                           |                           | ✓<br>30/06/26 |                | ✓<br>30/06/26             |
| Work Experience                                                                                                                               |                 |                           |                           | ✓<br>15/06/26 |                | ✓<br>13/02/25             |
| IAG Appointments                                                                                                                              | ✓-on<br>request | ✓-on<br>request           | ✓-on<br>request           | ✓             | ✓              | ✓                         |
| Parents Evenings                                                                                                                              | ✓<br>16/10/25   | ✓<br>16/10/25<br>29/01/26 | ✓<br>12/02/26<br>29/02/26 | ✓<br>26/03/26 | ✓<br>15/01/26  | ✓<br>13/11/25<br>05/03/26 |

### Premises and facilities

The school will make the sports hall, theatre and classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. The school will also make available projectors and other specialist equipment to support provider presentations. The activity lead will discuss and agree on these arrangements in advance of the visit.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Reception.



## **Granting and refusing access**

The Careers Lead, in conjunction with the Leadership Team, may refuse requests on the grounds that they will unnecessarily disrupt students' learning, other planned activities, or examinations. In addition, where providers have not made sufficient prior arrangements with the Careers Lead.

If we suspect non-compliance with these duties and statutory guidance, we will try to resolve the matter locally. This might include resolving a complaint in line with the school's published complaints procedure. If a complaint remains unresolved, the DfE School Complaints Unit will consider whether the school's statutory policies meet current education legislation and whether the school has adhered to them. If the Department finds fault with a school's policies following a complaint, it could take remedial action. This could include an official or a Minister from the Department for Education writing to the school and, ultimately, the Secretary of State for Education may enforce the legal powers of intervention available.

## **Safeguarding**

All visitors to the school may be asked to bring formal identification with them at the time of their visit.

When on site, all visitors must report to reception first. No visitor is permitted to enter the school via any other entrance under any circumstances. At reception, all visitors must state the purpose of their visit and who has invited them. They should be ready to produce formal identification upon request.

All visitors will be asked to sign in.

Our 'Visitors' policy outlines the school's procedure for checking the identity and suitability of visitors. A copy of this policy will be made available on request.

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

## **5.0 Monitoring arrangements**

The school's arrangements for managing the access of education and training providers to students is monitored by the Careers Lead.

This policy will be reviewed by the Careers Lead and SLT Link annually.