



## **Provider access policy statement**

### **Notre Dame High School, Norwich**

#### **1. Aims**

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

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 and academies must provide six encounters with a provider of technical education or apprenticeships for year 8 to 13 pupils.

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 policy shows how our school complies with these requirements.

#### **3. Student entitlement**

All students in years 8 to 13 at Notre Dame High School, Norwich 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;
- 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;

- Understand how to make applications for the full range of academic and technical courses.

**For pupils of compulsory school age these encounters are mandatory and there will be a minimum of two encounters for pupils during the ‘first key phase’ (year 8 to 9) and two encounters for pupils during the ‘second key phase’ (year 10 to 11). For pupils in the ‘third key phase’ (year 12 to 13), particularly those that have not yet decided on their next steps, there are two more provider encounters available during this period, which are optional for pupils to attend.**

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 pupils from the provider)
- answer questions from pupils.

Meaningful online engagement is also an option, and we are open to providers that are able to provide live online engagement with our pupils.

## **4. Management of provider access requests**

### **4.1 Procedure**

A provider wishing to request access should contact Kate Freezer, Careers Lead or Rachel Holden, Careers Coordinator.

Telephone: 01603 611431

Email: [kfreezer@ndhs.org.uk](mailto:kfreezer@ndhs.org.uk) or [rholden@ndhs.org.uk](mailto:rholden@ndhs.org.uk)

### **4.2 Opportunities for access**

The school offers the six provider encounters required by law (marked in bold text) and a number of additional events, integrated into the school careers programme. We will offer providers an opportunity to come into school to speak to pupils or their parents / carers.

Please see our dedicated Careers page on our school website for the scheduled programme for the current academic year:

<https://www.ndhs.org.uk/careers>

*This programme is reviewed on an annual basis to reflect need.*

### **4.3 Granting and refusing access**

Alternatively, please speak to our Careers Lead (Kate Freezer) or Careers Coordinator (Rachel Holden) to identify the most suitable opportunity for you.

The academy policy on Safeguarding and our Visitors to Site Policy sets out the school's approach to allowing providers into school as visitors to talk to our students.

#### **4.4 Safeguarding**

Our safeguarding 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.

#### **4.5 Premises and facilities**

- When events are held in school, the school will normally use one of its main venues like St Marys, Sports Hall or St Johns. Audio visual is available in all venues and any particular requests for IT should be made to the school in advance.
- To organise venues and facilities you should contact one of our named members of staff above.
- Meaningful online engagement is also an option and we are open to providers that are able to provide live online engagement with our pupils.
- Any provider that the school accommodates are able to leave marketing materials for students to read.

#### **5. Links to other policies**

*This policy should be read in conjunction with:*

- Safeguarding policy
- Visitors policy
- Accessibility Plan
- Careers Education, Information, Advice and Guidance policy
- Careers Education, Information, Advice and Guidance Programme

#### **6. 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)

#### **7. Monitoring arrangements**

The school's arrangements for managing the access of education and training providers to students is monitored by the aforementioned key staff and the Governing Body.

***This policy statement was ratified by the Governing Body on 9<sup>th</sup> February 2023.***