



ST JOHN HENRY NEWMAN CATHOLIC SCHOOL

PROVIDER ACCESS POLICY

| Approved by | |
|--------------|--------------------|
| Name: | Tina Battle |
| Position: | Chair of Governors |
| Signed: | [To be confirmed] |
| Date: | September 2025 |
| Review date: | September 2026 |

The information in the table below details earlier versions of this document with a brief description of each review and amendments made since the previous version date.

| Version Number | Version Description | Date of Revision |
|----------------|--|------------------|
| 1 | New policy created with regard for statutory guidance, Careers guidance and access for education and training providers, January 2018. | September 2024 |
| 2 | Updated in line with DfE statutory guidance, Careers guidance and access for education and training providers, updated May 2025. Contacts amended to Jamie Robinson, Careers Lead, and Sarah James, Careers Officer. Provider access arrangements updated to reflect the school careers plan and strategic development plan. | September 2025 |

Summary

This policy statement sets out St John Henry Newman Catholic School's arrangements for managing the access of education and training providers to pupils for the purpose of giving them information about the provider's education or training offer.

This policy complies with the school's legal obligations under Section 42B of the Education Act 1997 and has regard to the Department for Education statutory guidance Careers guidance and access for education and training providers, updated May 2025. It also reflects the strengthened provider access legislation introduced through the Skills and Post 16 Education Act 2022.

The policy supports the school's careers plan and strategic development plan. Provider access is part of a progressive careers programme that is evaluated through Compass Plus and aligned to the Gatsby Benchmarks, including meaningful encounters, workplace experiences, personal guidance, pupil reflection and destination planning.

Pupil entitlement

All pupils in Years 7 to 13 are entitled to a planned programme of careers education, information, advice and guidance that helps them understand future pathways and make informed decisions.

All pupils in Years 8 to 13 are entitled to provider access opportunities that allow them:

- to find out about technical education qualifications, apprenticeships, T Levels, Higher Technical Qualifications, further education, higher education, training and employment opportunities
- to hear from a range of local, regional and national providers about the opportunities they offer, including technical education and apprenticeships
- to understand how to make applications for the full range of academic, technical and vocational courses
- to ask questions, compare pathways and reflect on how the information relates to their own future choices
- to access provision that is inclusive and responsive to the needs of disadvantaged pupils, pupils with SEND, pupils with an EHCP, pupils at risk of NEET and other vulnerable pupils

How the school will meet the provider access legislation

The school will ensure that pupils in Years 8 to 13 receive the statutory provider encounters with approved providers of technical education and apprenticeships. These encounters will take place during the standard school day and will be planned to support pupils at key decision points.

| Key phase | Pupils | Minimum requirement | How this is delivered and evidenced |
|------------------|--------------------|---|---|
| First key phase | Year 8 or Year 9 | Two encounters. These are mandatory for all pupils to attend. | Delivered through SALAD Day, careers assemblies, tutor time, provider talks, guided choices activity, visits and the Modern World Experience pilot where appropriate. Attendance and impact are recorded through Compass Plus, Unifrog or school records. |
| Second key phase | Year 10 or Year 11 | Two encounters. These are mandatory for all pupils to attend. | Delivered through next steps events, careers assemblies, SALAD Day, Careers Fair, FE, sixth form, apprenticeship and technical education provider sessions, vocational visits and work experience preparation. Attendance, pupil reflection and follow up are recorded. |
| Third key phase | Year 12 or Year 13 | Two encounters. These are mandatory for the school to put on but optional for pupils to attend. | Delivered through post 18 events, HE and FE fairs, university and apprenticeship workshops, Careers Fair, employer and provider encounters, work experience reflection and one to one guidance. The school encourages attendance and records participation and follow up. |

Management of provider access requests

Procedure

Jamie Robinson, Careers Lead, has strategic oversight of careers education and provider access.

Sarah James, Careers Officer, supports the organisation of careers provision and manages day to day provider access arrangements.

Telephone: 01228 404942

jamierobinson@newman.cumbria.sch.uk

A provider wishing to request access should contact Sarah James, Careers Officer, in the first instance. Providers are encouraged to contact the school as early as possible so that requests can be considered alongside the published careers programme, school calendar, safeguarding arrangements and pupil needs.

Requests should include:

- the name and contact details of the provider
- the proposed date, length and format of the encounter
- the target year group or pupil group
- the education or training offer to be shared with pupils
- the intended learning outcomes for pupils
- details of staff attending and any safeguarding information required by the school
- any rooming, digital, accessibility or resource requirements
- any prospectus, literature or follow up resources that the provider would like pupils to receive

Grounds for granting requests

Requests will normally be granted where the proposed activity supports pupils to understand a broad range of education and training routes, is age appropriate, is impartial, meets safeguarding expectations and can be accommodated within the school calendar.

Grounds for refusing requests

A request may be refused where:

- the activity is not appropriate for the age or needs of the pupils
- the request cannot be accommodated due to timetabling, examination periods, staffing or safeguarding requirements
- the activity duplicates existing provision without adding value to the careers programme
- the information is not impartial or does not present a balanced view of routes and options
- the provider is unable to meet the school's safeguarding, health and safety, equality or data protection requirements
- suitable premises or facilities are not available at the requested time

Where a request cannot be granted, the school will seek to offer an alternative date, format or opportunity where this is appropriate and possible.

Opportunities for access

A number of events, integrated into the school careers programme, will offer providers opportunities to come into school to speak to pupils and, where appropriate, their parents and carers. The careers programme is available in the careers section of the school website and can be requested in hard copy from the Careers Lead or Careers Officer.

The school runs a progressive careers programme across the year. This includes careers weeks, SALAD Day, careers assemblies, tutor group opportunities, provider talks, visits, careers fairs, work experience, Modern World Experience activities and personal guidance. The table below is indicative and will be reviewed annually through the school careers strategy and Compass Plus evaluation.

| Year group | Autumn Term | Spring Term | Summer Term |
|------------|--|---|---|
| Year 7 | Careers assemblies and tutor group opportunities. Introduction to pathways and labour market information. | SALAD Day activities, employer encounters and curriculum careers links. Provider access where age appropriate. | Visits, enrichment and reflection activities. Careers information shared through tutor time and the website. |
| Year 8 | SALAD Day, careers assemblies, tutor group opportunities and technical education awareness. | Guided choices evening and workshops. Provider talks linked to technical education, apprenticeships and future pathways. | Modern World Experience pilot where appropriate. Visits and provider encounters linked to future pathways. |
| Year 9 | Options and pathways assemblies. Tutor group opportunities. Technical education and apprenticeship awareness. | Careers Fair, university, FE, apprenticeship and technical provider encounters. | SALAD Day, visits, Futures activity and reflection on post 14 pathways. |
| Year 10 | Careers assemblies, employer and provider sessions, work experience preparation and technical route awareness. | FE, sixth form, apprenticeship and vocational provider encounters. Careers Fair and vocational visits. | Work experience week, reflection on workplace learning, SALAD Day and further provider encounters. |
| Year 11 | Next steps assemblies. FE, sixth form, apprenticeship and technical provider encounters. | Year 11 Next Steps event. FE and sixth form taster opportunities. Technical education and apprenticeship provider sessions. | Transition support, results day guidance, catch up encounters and progression support where needed. |
| Year 12 | Careers assemblies, post 18 pathway planning, UCAS and apprenticeship information, employer and provider sessions. | Higher Education Fair, university workshops, degree apprenticeship information, Careers Fair and technical provider encounters. | Work experience week, workplace reflection, SALAD Day, HE, FE and apprenticeship encounters, and peer mentoring. |
| Year 13 | UCAS, apprenticeship, employment, higher technical route and post 18 provider sessions. | Careers Fair, apprenticeship, HE and FE provider encounters, student finance and transition support. | Transition support, results day support, National Careers Service signposting and employment or training information. |

Provider encounter expectations

Providers attending school should be prepared to share information about:

- who they are and what they offer
- the approved technical education qualifications, apprenticeships, T Levels, Higher Technical Qualifications or other pathways they provide
- the careers that these qualifications, apprenticeships or training routes may lead to
- what learning or training with the provider is like

- entry requirements, application processes and progression routes
- where pupils and parents or carers can find further information

Providers should also give pupils time to ask questions. The school will aim to ensure that pupils are prepared before encounters and have opportunities to reflect afterwards.

Premises and facilities

The school will make the assembly hall, classrooms, private meeting rooms, careers areas or other suitable spaces available for discussions between providers and pupils, as appropriate to the activity.

The school will also make available, where practical, AV equipment, display spaces, digital resources and online platforms to support provider presentations. This will be discussed and agreed in advance with the Careers Lead, Careers Officer or a member of the careers team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature with the Careers Officer for the careers area or school library. Digital resources may also be shared with pupils, parents and carers through the careers section of the school website or other agreed school communication channels.

All provider access will be managed in line with the school's safeguarding, visitor, equality, health and safety and data protection procedures.

Monitoring, recording and evaluation

Provider encounters and related careers activities will be recorded through Compass Plus, Unifrog or school records as appropriate. The school will record participation, pupil groups, year groups, provider details and follow up actions where relevant.

The impact of provider access will be evaluated through Compass Plus, Gatsby Benchmark review, pupil voice, staff feedback, provider feedback, destination data and the school's strategic careers development plan.

Particular attention will be given to the access and outcomes of disadvantaged pupils, pupils with SEND, pupils with an EHCP, pupils at risk of NEET and vulnerable pupils.

Complaints

Any complaint about provider access should be raised with the Careers Lead in the first instance. If the matter is not resolved, it should be considered through the school's published complaints procedure.

Approval and review

Date established by governing body: Autumn 2018

Date updated: June 2026

Date for full implementation: Immediately

Date for review: Summer 2027

The Careers Lead will review this policy statement annually and agree updates with the governing body.