



ST JOHN HENRY NEWMAN CATHOLIC SCHOOL

PROVIDER ACCESS POLICY

Approved by	
Name:	A. Yellowley
Position:	Chair of Governors
Signed:	A. Yellowley
Date:	September 2021
Review date:	Summer 2024

The information in the table below details earlier versions of this document with a brief description of each review and how to distinguish amendments made since the previous version date (if any). Schools should devise their own version history to reflect the Policy status in the school.

Version Number	Version Description	Date of Revision
1	This is a new policy that has been created with regard for new statutory guidance. 'Careers guidance and access for education and training providers' January 2018	September 2018
2	Updated dates in 'Opportunities for Access section'	September 2021
3	Updated year group entitlement in 'Pupil entitlement' section	September 2021

Summary

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

Pupil entitlement

All pupils in years 7-13 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.

Management of provider access requests Procedure

Shaun Forrester, Assistant Headteacher, is the designated careers leader and has oversight of careers.

Email: ShaunForrester@newman.cumbria.sch.uk Telephone: 01228 404942

A provider wishing to request access should contact Mary Brookes, Careers Officer, Telephone: 01228 404942; Email: marybrookes@newman.cumbria.sch.uk

Opportunities for access

A number of events, integrated into the school careers programme (which can be accessed in the careers section of our website or obtained in hard copy from Mary Brookes) will offer providers an opportunity to come into school to speak to pupils and/or their parents/carers:

We offer careers focus fortnight that straddles each half term, please see dates below:

October final week of Autumn term 1 – **October** first week of Autumn term 2

December final week Autumn term 2 – **January** first week Spring term 1

February final week of Spring term 1 – **February** First week of Spring term 2

March/April final week of Spring term 2 – **April** first week of Summer term 1

May final week of Summer term 1- **May/June** first week of Summer term 2

July final week of Summer term 2

	Autumn Term	Spring term	Summer Term
Year 7			
Year 8	Assembly & Tutor group opportunities	Guided Choices evening & workshops Assembly & Tutor group opportunities	Assembly & Tutor group opportunities Futures Day (July)
Year 9	Assembly & Tutor group opportunities	University talk Careers Fair	Assembly & Tutor group opportunities Futures Day (July)
Year 10	Assembly & Tutor group opportunities Employer mentoring	University visit Vocational visit Employer mentoring Careers Fair	Futures Day (July) Employer led activity Employer mentoring
Year 11	Assembly & Tutor group opportunities Employer mentoring	Year 11 Next Steps event FE & Sixth form Taster Employer mentoring Careers Fair	
Year 12	Assembly & Tutor group opportunities	Higher Education Fair University subject workshops Careers Fair	Peer Mentoring
Year 13	Assembly & Tutor group opportunities UCAS Applications	Careers Fair	

Please speak to our Careers Officer to identify the most suitable opportunity for you. We are very open and flexible to allow external visits from FE, HE and external providers to speak to our students. We also actively work to secure regular engagement from local and national employers.

Premises and facilities

The school will make the assembly 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, where practical, AV 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.

Providers are welcome to leave a copy of their prospectus or other relevant course literature with Mrs Brookes for the Careers Library, which is managed by the school librarian. The Careers area of the library is available to all students at lunch and break times and after school.

Approval and review

Date established by governing body:

Autumn 2018

Date for full implementation: Immediately

Date for review: Summer 2024