

Ellesmere College Provider Access Policy Statement

Staff Responsible:	Angela Smith, Careers Leader
Created:	November 2018
Next Review:	September 2019

Introduction

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

Student entitlement

All students in Years 8 -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 assemblies, 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

A provider wishing to request access should contact Angela Smith, Vice Principal at the school.

Telephone: 0116 2894242

Email: asmith@ellesmere.leicester.sch.uk

Opportunities for access

A number of events, integrated into the school careers programme, will offer providers an opportunity to come into school to speak to pupils and/or their parents/carers:

All year groups:

Assemblies, whole school themed days (e.g. Enterprise Day), parents evenings

Year 9, Phase 2 and Post 16:

Careers Day (Summer Term), mock interviews

Please speak to Angela Smith to identify the most suitable opportunity for you.

Reasons for declining requests

The college reserves the right to decline requests for a number of reasons, including (but not restricted to) the following:

- if such attendance would provide an imbalanced view of available provision (e.g. several apprenticeship providers at an event and no colleges)
- if the provider's input would not be relevant to a particular event
- if the request is not timely (e.g. if students have already heard from similar providers during the year)
- if the information is not seen to be in the best interest of students (e.g. if the provider is promoting a 'hard-sell' of their provision, rather than enabling students to make an informed decision; or there are concerns about the ethics of quality of the provision)

In such cases, the Careers Leader would inform the provider of this decision and the reason why.

If the provider wishes to appeal this decision, they can contact the Vice Principal with responsibility for Careers and Employability at the college. If the provider wishes to appeal the decision received from the Vice Principal, they should contact the Chair of Governors at the college.

Premises and facilities

The school will make the main hall, classrooms or meeting spaces available for discussions between the provider and students, as appropriate to the activity. The school will also make available AV and other specialist 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 Angela Smith, Vice Principal. This will be made available to pupils and families as appropriate.

Monitoring, Evaluation and Review

This policy was formally approved by the Governing Body on: _____

This policy will be monitored and reviewed on an annual basis, to ensure that current legislation and best practice is recorded.

This policy follows guidelines set out by the Department for Education