

Provider access policy statement

St Michael's Catholic Grammar School



Approved by: M Stimpson

Date: June 2025

Last reviewed on: Summer 2024

Next review due by: Summer 2026

1. 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. 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 that outlines the circumstances in which education and training providers will be given access to these students.

This is outlined in section 42B of the [Education Act 1997](#), the [Skills and Post-16 Act 2022](#) and on page 43 of guidance from the Department for Education (DfE) on [careers guidance and access for education and training providers](#).

This policy shows how our school complies with these requirements.

Schools must provide a minimum of 6 encounters with technical education or training providers to all pupils in years 8 to 13.

Schools must offer:

- 2 encounters for pupils during the 'first key phase' (year 8 or 9)
 - All pupils must attend
 - Encounters can take place any time during year 8, and between 1 September and 28 February during year 9
- 2 encounters for pupils during the 'second key phase' (year 10 or 11)
 - All pupils must attend
 - Encounters can take place any time during year 10, and between 1 September and 28 February during year 11
- 2 encounters for pupils during the 'third key phase' (year 12 or 13)
 - All pupils must attend
 - Encounters can take place any time during year 12, and between 1 September and 28 February during year 13

These encounters must happen for a reasonable period of time during the standard school day. Schools can continue to provide complementary experiences, but encounters outside of school hours won't count towards these requirements.

Schools must ask each provider to provide the following information as a minimum:

- Information about the provider and the approved qualifications or apprenticeships they offer
- Information about what careers those qualifications and apprenticeships can lead to
- What learning or training with the provider is like
- Answers to any questions from pupils

At St. Michael's we comply by the above guidance through inviting external training providers to deliver the following sessions as part of the school's tutorial programme:

- Year 8: What happens at 18? Degrees, degree apprenticeships and apprenticeships
- Year 9: Creative Courses
- Year 10: Alternatives to A-Levels: Barnet and Southgate College
- Year 11: Apprenticeships
- Year 12: Degree Apprenticeships
- Year 12: Alternatives to University

3. Student entitlement

All students in years 8 to 13 at St Michael's Catholic Grammar 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 through activities planned in the school's tutorial programme.
- Understand how to make applications for the full range of academic and technical courses

4. Management of provider access requests

4.1 Procedure

A provider wishing to request access should contact one of the following members of staff:

For Key Stage 3 – Years 7 to 9: Mrs Kat Heron, Head of KS3.

For Key Stage 4 – Years 10 to 11: Mrs Rosalynne Wallis, Head of KS4

For Sixth Form – Years 12 to 13: Mr Neil Hinnem, Head of Sixth Form

Careers Advisor: Mr Gerry Stonehouse

Telephone: 020 8446 2256

Email: office@st-michaels.barnet.sch.uk

4.2 Opportunities for access

St. Michael's Catholic Grammar School offers a comprehensive Careers Education, Information, Advice and Guidance (CEIAG) programme (details of which can be found on the school website: <https://www.st-michaels.barnet.sch.uk/parents/careers-advice-and-guidance/>)

A number of events, integrated into our careers programme, will offer providers an opportunity to come into school to speak to students and/or their parents/carers about the world of work, careers, education and training beyond St Michael's. Please see our [CEAIG Curriculum Overview](#) for details.

Please speak to the relevant Head of Key Stage (outlined in section 4.1) to identify the most suitable opportunity for you. Our school Careers Advisor can also give advice as to the most suitable access opportunity for you.

4.3 Granting and refusing access

During internal and external examinations access may be refused. Access would also be refused to any training provider who may present information contrary to the teachings of the Roman Catholic Church and the Catholic ethos of the school.

4.4 Safeguarding

Our safeguarding/child protection 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, which can be found on our website.

At all times we will ensure that there are no issues of safeguarding and that our students are always completely safe whilst meeting or speaking to external providers.

4.5 Premises and facilities

St Michael's will endeavour to make accommodation and resources available for discussions between the provider and students, as appropriate to the activity and timings. The school will also make available ICT and other specialist equipment (where available) to support provider presentations. This will all be discussed and agreed in advance of the visit with the relevant Head of Key Stage. Sessions can be held in different venues according to the number of students and the requirements of the provider. All presentations must be approved by the Head of Key Stage so that they are in keeping with the Catholic nature of the school.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the School Office for the attention of Mr G Stonehouse (Careers Advisor). The literature will be placed in the careers office so it is available to students.

5. Complaints

Any complaints related to provider access can be raised following the school complaints procedure.

6. Links to other policies

This policy should be read in conjunction with the following policies:

- Child Protection and Safeguarding Policy
- Careers Education Information Advice and Guidance Policy & Procedure

7. Monitoring arrangements

The school's arrangements for managing the access of education and training providers to students is monitored by Mr N Hinnem, Careers Lead, supported by colleagues in SLT.

This policy will be reviewed by Mr N Hinnem, Careers Lead annually. At every review, the policy will be approved by the Headteacher.