

Provider Access Policy Statement



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1. Aims

This policy statement aims to set out Ingfield Manor’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 7 to 14 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](#).

This policy shows how Ingfield Manor complies with these requirements.

3. Student entitlement

All students in years 7 to 14 at Ingfield Manor 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
- › Understand how to make applications for the full range of academic and technical courses

Due to the SEND of the students at Ingfield Manor School, we recognise that some students may not be ready for this information from year 7. Therefore, we will liaise with parents and other key stakeholders to consider the most appropriate way to ensure students receive appropriate information in a timely manner.

4. Management of provider access requests

4.1 Procedure

A provider wishing to request access to students for the purpose of giving them information about their offer should contact Annette Smith, Careers Leader and Head of Education.

Telephone: 01403 782294

Email: annette.smith@ambitoeducation.co.uk

4.2 Opportunities for access

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. These will be highlighted on our website.

We recognise that, due to the number of students and nature of their needs, providers may not be able to visit the school. Therefore, we will make every effort to take our students to visit appropriate providers within a commutable distance from Ingfield Manor.

4.3 Granting and refusing access

Access to students will be granted as long as informed consent is in place from student and parents/carers as applicable..

4.4 Safeguarding

Our safeguarding/child protection policy outlines the school's procedure for checking the identity and suitability of visitors. Regular visitors that may work independently with our students will be captured on our single central register.

Education and training providers will be expected to adhere to this policy.

4.5 Premises and facilities

- › We will make available suitable facilities to enable providers to access students, such as hall, classroom, office. Also, we will make available specialist equipment to enable students to communicate, as well as IT equipment for presentations etc.
- › The facilities available for each access request will be dealt with on an individual basis, in consultation with the provider.
- › Providers will be able to leave prospectuses or other material for students and their parents' information. Ingfield Manor will arrange for documents to be sent home, if appropriate.

5. Links to other policies

- › Safeguarding/child protection policy
- › Careers programme
- › Curriculum policies

6. Monitoring arrangements

The school's arrangements for managing the access of education and training providers to students are monitored by Annette Smith, Head of Education and Careers Leader.

This policy will be reviewed by Annette Smith annually.

At every review, the policy will be approved by the governing board.