



Manor High School



Provider Access Policy

Policy update: February 2023

(Updating old policy in line with new legislation)

Review date: April 2024



Manor High School: Provider Access Policy

Introduction

This policy statement sets out the school's arrangements for managing the access of providers to 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 8 to 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, group discussions and taster events;
- to understand how to make applications for the full range of academic and technical courses.

For pupils of compulsory school age these encounters are mandatory and there will be a minimum of two encounters for pupils during the 'first key phase' (year 8 to 9) and two encounters for pupils during the 'second key phase' (year 10 to 11).

These provider encounters will be scheduled during the main school hours and the provider will be given a reasonable amount of time to, as a minimum:

- share information about both the provider and the approved technical education qualification and apprenticeships that the provider offers;
 - explain what career routes those options could lead to;
 - provide insights into what it might be like to learn or train with that provider (including the opportunity to meet staff and pupils from the provider); and
 - answer questions from pupils.
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Meaningful provider encounters

One encounter is defined as one meeting/session between pupils and one provider. We are committed to providing meaningful encounters to all pupils using the [“Making it meaningful” checklist](#).

Meaningful online engagement is also an option, and we are open to providers that are able to provide live online engagement with our pupils.

Previous providers

In previous terms/years we have invited the following providers from the local area to speak to our pupils:

6th Form providers: Beaucamp College, Beauchamp City 6th Form, Gateway College, Leicester College, Loughborough College, NWSLC, SMB Group, Wigston College, WQE

Universities: De Montfort University, Leicester University, Loughborough University

Destinations of our pupils

Last year our year 11 pupils moved to range of providers in the local area after school:

Beauchamp College	24%	St Pauls Catholic School	0.50%
Beauchamp City Sixth Form	6%	Rochdale 6 th Form College	0.50%
WQE	46%	FSA Football Academy	0.50%
Leicester College	10%	SMB College Group	0.50%
Wigston College	1%	Islamic Dawah Academy	1%
Gateway Sixth Form	3.00%	New VIC College (in London)	0.50%
TransFm	0.50%	University of Leicester Global Study Centre	0.50%
Leicester Grammar	1%	One student moved abroad	0.50%
Loughborough College	2%		



Management of provider access requests

Procedure

A provider wishing to request access should contact James Croucher, Assistant Headteacher email: jcroucher@manorhigh.leics.sch.uk

The school 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. students have already heard from similar providers during the year, or if they are involved in end of year exams);
- if the information is not seen to be in the best interest of pupils or there are concerns about the ethics or quality of the provision. In such cases, Head of School or 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 Head of School. If the provider wishes to appeal the decision received from the Head of School, they should contact the Chair of Governors at the school.

Opportunities for access

The school offers the six provider encounters required by law (marked below in bold text) and a number of additional events, integrated into the school careers programme. Please note as we are an 11-16 provider we are required by law to provide four provider encounters that will cover years 8-11. We will offer providers an opportunity to come into school to speak to pupils or their parents or carers.

Please speak to our Careers Leader to identify the most suitable opportunity for you.

Two encounters for pupils during the 'first key phase' (years 8 and 9) that are mandatory for all pupils to attend.

1. Year 7, 8 and 9 – Assembly in Summer Term with a provider of approved technical education qualifications and/or apprenticeships – (Exact date to be agreed with provider) – [Assembly times for these will be: 10:10 – 10:40 plus time after 10:40 for any one to one questions]
2. Year 9 – Assembly in Summer Term with a provider of approved technical education qualifications and/or apprenticeships – (Exact date to be agreed with provider) – [Assembly times for these will be: 10:10 – 10:40 plus time after 10:40 for any one to one questions]

Two encounters for pupils during the 'second key phase' (years 10 or 11) that are mandatory for all pupils to attend.



3. Year 10 – x2 Assemblies in Summer Term with a provider of approved technical education qualifications and/or apprenticeships – (Exact date to be agreed with provider) – [Assembly times for these will be: 10:10 – 10:40 plus time after 10:40 for any one to one questions]
4. Year 11 – Assembly in Autumn Term with a provider of approved technical education qualifications and/or apprenticeships – (Exact date to be agreed with provider) – [Assembly times for these will be: 10:10 – 10:40 plus time after 10:40 for any one to one questions]

In addition to the mandatory encounters, we will offer providers further opportunities to come into school to speak to pupils or their parents/carers.

Opportunities include:

1. Year 11 Post 16 provider event
2. Year 9 and 10 careers event
3. In School Workshops (*add dates/times if you know them*)

The school's policy on safeguarding can be found on our website under school policies.

Premises and facilities

The school will make the main hall, classrooms or private meeting rooms available for discussions between the provider and pupils, 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.

Meaningful online engagement is also an option and we are open to providers that are able to provide live online engagement with our pupils.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at school reception FAO James Croucher or email James Croucher at jcroucher@manorhigh.leics.sch.uk

Complaints

Any complaints with regards to provider access can be raised following the school complaints procedure or directly with The Careers & Enterprise Company via provideraccess@careersandenterprise.co.uk.



Approval and review

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

Approved by Governors on 27th April 2023

- **Next review:** April 2024
- **Signed:** Liam Powell Head teacher
- **Signed:** James Croucher Assistant Headteacher