

Approved: May 2018 by Governors at Curriculum Committee

Next review: September 2021

## Introduction

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

Students in years 8-11 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 evenings, 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

A provider wishing to request access should contact Mr David Jackson, Headteacher.

Telephone: 01252 725059 Email: [enquiries@abbey.surrey.sch.uk](mailto:enquiries@abbey.surrey.sch.uk)

### Opportunities for access

The school's annual Life After The Abbey post-16 and careers event will offer providers an opportunity to come into school to speak to pupils and/or their parents. This is a whole school event open to all students in Years 7 to 11 and their parents/carers that normally takes place during the autumn term. The date is published in advance on the school calendar for parents/carers and on the school website [www.abbey.surrey.sch.uk](http://www.abbey.surrey.sch.uk).

Alternatively, there are ad hoc opportunities for providers to address the students during whole school or Key Stage assemblies, or during life-skills/careers lessons, as appropriate. Please speak to our named Careers Leader to identify the most suitable opportunity for you.

Providers are sometimes invited to attend a student's annual EHCP review (often at the request of the parent/carer)

The school policy on safeguarding [www.abbey.surrey.sch.uk/policies/](http://www.abbey.surrey.sch.uk/policies/) sets out the school's approach to allowing providers into school as visitors to talk to our students. Under the school's safeguarding duty, providers coming into school as a visitor to talk to students would always be supervised by school staff unless they had pre-approved enhanced DBS clearance.

## Premises and facilities

The school will make the main 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 AV and other specialist equipment to support provider presentations, where possible, but this must 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 the Careers Leader to be shared with colleagues and students.

## Approval and review

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Next review: *September 2021*

Signed:

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Katie Hewett, Chair of Governors

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David Jackson, Head teacher