

# Provider access policy statement

Rugby Free Secondary School



Rugby Free  
Secondary School

<b>Approved by:</b>	[Name]	<b>Date:</b> [Date]
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### 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 provide a minimum of 6 encounters with technical education or training providers to all pupils in years 8 to 13 (see more detail in section 2.1 below).

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.

#### 2.1 The 6 encounters schools must offer 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)

- Pupils can choose to 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

## 2.2 Meaningful provider encounters

Our school is committed to providing meaningful encounters to all pupils.

1 encounter is defined as 1 meeting/session between pupils and 1 provider.

Rugby Free Secondary school will provide six meaningful encounters through the 3 phases outlined above. They will be a part of our progressive programme that is informed by current LMI data, destination data and the Gatsby Benchmarks. Technical qualifications and vocational career pathways will be advocated, and Rugby Free Secondary School will endeavour to grow in knowledge and expertise. All pupils at Rugby Free Secondary School will have access to the understanding and knowledge of all pathways.

Meaningful live online engagement is also an option at our school.

## 3. Student entitlement

All students in years 8 to 13 at Rugby Free Secondary 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, e.g. through activities and events such as options events, assemblies, careers fairs and workshops.
- 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 Samantha Brown, Careers Leader, Telephone: 01788 222060; Email: [samantha.brown@rugbyfreesecondary.co.uk](mailto:samantha.brown@rugbyfreesecondary.co.uk) or Philip Edwards, Assistant Director of Sixth Form, [philip.edwards@rugbyfreesecondary.co.uk](mailto:philip.edwards@rugbyfreesecondary.co.uk).

The Careers Leader or Assistant Director of Sixth Form will aim to respond the same working day to either explain why we are declining the opportunity for access or arrange an in-person or phone call meeting to discuss further how best to facilitate the opportunity.

### 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:

In the following table, a few of the opportunities provided to our pupils throughout their education are shown. This includes at least six meaningful encounters with technical and vocational providers – these are highlighted below. This is not restrictive and other opportunities will be provided.

	AUTUMN TERM	SPRING TERM	SUMMER TERM
YEAR 8	Technical College or apprenticeship provider assembly.	KS3 Careers Fair.	Careers workshops.
YEAR 9	Assembly and tutor group opportunities - employability skills  Workshops with apprenticeship provider.  GCSE options taster day. (October)	KS3 Careers Fair  High priority groups to meet with Careers Leader/Careers Advisor.	<b>No encounters – encounters must have taken place by 28 February</b>
YEAR 10	KS4&5 Careers Fair  Post-16 technical education options assembly with local college group. (November)  Assembly and tutor group opportunities - employability skills.	Technical/vocational tasters at local college/s, training providers.  Mock Interviews with a range of providers including apprenticeship and technical qualification providers. (February)	Technical/vocational tasters at local college/s, training providers.
YEAR 11	KS4&5 Career Fair  Post-16 apprenticeships assembly. September. Meetings with careers adviser. (September till December) Post-16 application window and application support offered.	Post-16 interviews  Apprenticeships and college – support with applications.	<b>No encounters – encounters must have taken place by 28 February</b>  Confirmation of post-16 education and training destinations for all pupils.
YEAR 12	KS4&5 Careers Fair. Post-18 assembly - apprenticeships	Career enrichment workshops with technical and apprenticeships providers.  Meetings with careers adviser	Year 12 Work Experience

	AUTUMN TERM	SPRING TERM	SUMMER TERM
YEAR 13	Post-18 assembly – with higher and degree apprenticeship providers Workshops – HE and higher apprenticeship applications	Meetings with careers adviser Career enrichment workshops with technical and apprenticeships providers.	<b>No encounters – encounters must have taken place by 28 February</b> Confirmation of post-18 education and training destinations for all pupils

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

These events will run in line with any measures related to public health incidents, including COVID-19.

### 4.3 Granting and refusing access

We will always try our best to grant access. Access may be granted or refused based on the following criteria:

- The current needs of our students
- The current need within the curriculum
- Our school day timings
- Our school calendar (e.g. exams)
- The number of requests received from a provider
- The number of requests received for a particular year group
- Other reasons that will be explained by the Careers Leader

### 4.4 Safeguarding

Our child protection and safeguarding policy outlines the school's procedure for checking the identity and suitability of visitors. The safeguarding policy can be found on the school website and providers wishing to run an encounter must have read the child protection and safeguarding policy prior to their visit. Education and training providers will be expected to adhere to this policy. The Careers Leader will explain prior to the visit safeguarding expectations and the protocol providers will need to follow while on site.

### 4.5 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. This will all be discussed and agreed on 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 which will be made available to all cohorts or relevant cohorts, which is managed by the careers team. Careers resources are available in our library and to all students on request.

## 5. Previous providers

Rugby Free Secondary School is committed to building sustained relationships with employers in order to 'bring the employer into the classroom' and building that bridge in order that employers will inspire our students by highlighting their opportunities, relaying their own journeys and giving pupils insight into industry.

We have already built relationships with many employers including the following:

- Jaguar Land Rover
- Warwickshire Police
- Army Careers
- WINVIC Construction Ltd

- Bam Construction
- Morgan and Sindall
- GE
- Rugby Borough Council

## 6. Pupil destinations

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

- WMG Colleges (Rugby, Leamington and Moreton Morrell)
- Sixth Forms across Rugby.
- Coventry College
- Heart of England Training
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## 7. Links to policies

- Child Protection and Safeguarding Policy  
[https://www.rugbyfreesecondary.co.uk/files/ugd/71873f\\_7e4c7d2a11b44fe98d5574d073ec9392.pdf](https://www.rugbyfreesecondary.co.uk/files/ugd/71873f_7e4c7d2a11b44fe98d5574d073ec9392.pdf)
- E-Safety and Data Protection policy  
[https://www.rugbyfreesecondary.co.uk/files/ugd/71873f\\_8fc93d1ced2e446eb64ceac378f802b7.pdf](https://www.rugbyfreesecondary.co.uk/files/ugd/71873f_8fc93d1ced2e446eb64ceac378f802b7.pdf)
- Health and Safety Policy <https://www.learningleading.org/statutory-trust-policies>

## 8. Monitoring arrangements

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

This policy will be reviewed by the Careers Leader annually. At every review, the policy will be approved by the governing board.