



## **Birchwood 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.

***The statutory guidance states that; The use of the word 'school' in this guidance refers to maintained schools, academies and free schools. A 'maintained school' is a community, foundation or voluntary school, community or foundation special school (other than one established in a hospital) that provides secondary education, or pupil referral unit.***

The scope of this policy is to outline how Birchwood will meet this statutory requirement including for pupils who access their education remotely.

### **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 and 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).**

Pupils will be provided with a combination of virtual and face-to-face encounters.

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)
- answer questions from pupils.

### 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 to speak to our pupils about post 16 education opportunities :

East Kent College  
Bank of England  
Kent Police  
ASK Apprenticeships  
Department for Work and Pensions  
Kent University

We also facilitate meetings/visits to a range of post 16 providers for individual/small groups of pupils (these have included training and apprenticeship providers, colleges and 6<sup>th</sup> forms). Please speak with the careers team who can provide an exhaustive list.

### Destinations of our pupils

Last year our year 11 pupils moved to a range of providers in the Kent area after leaving Birchwood. Please note that Birchwood does not have a 6<sup>th</sup> form provision and all year 11 pupils progress to other providers.

Destination data for our 2022-23 cohort is stated below:

<b>Sixth Form</b>	15%
<b>College</b>	85%
<b>NEET</b>	0%

### Management of provider access requests procedure

A provider wishing to request access should contact the careers team:

Emma Rouse (Careers Leader)  
Bethan Liston (Careers Adviser)

The Careers team can be contacted by emailing [emma.rouse@birchwoodpru.kent.sch.uk](mailto:emma.rouse@birchwoodpru.kent.sch.uk) or telephoning 03000 0658450

### Opportunities for access

The school offers the six provider encounters required by law and a number of additional events, integrated into the school careers programme. We will offer providers an opportunity to come into school to speak to pupils or their parents or carers.

We can facilitate access to speakers regularly during Employability and PSHE lessons and our weekly assemblies.

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

Listed below is a timeframe for provider encounters.

Term 1	6 <sup>th</sup> form encounters
Term 2	6 <sup>th</sup> form encounters Talks from local colleges
Term 3	National Apprenticeship Week 10-16th February Virtual talk on apprenticeships Talks from local colleges
Term 4	National Careers Week 3rd- 8 <sup>th</sup> March Talks from local colleges
Term 5	Transition meetings/visits for Y11 pupils to onward post 16 providers.
Term 6	Talks/Visits – HE Providers Transition meetings/visits for Y11 pupils to onward post 16 providers.

### 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 at any of our reception. This literature will be made available to all pupils in the classroom/areas they attend at break or lunch. We are also able to share information with pupils/parents via the Careers page on the school website.

### 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](mailto:provideraccess@careersandenterprise.co.uk)

### Approval and review

Policy approved:  
Management Committee  
- January 2025