

Provider access policy statement

Crossley Heath School

Sept 2025

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1. Aims

At The Crossley Heath School we aim to provide all students from year 8 to 13 with meaningful opportunities to explore a wide range of future options.

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 provider who is given access

As a school we aim to:

Develop knowledge and awareness among our students of all career pathways available to them, including technical qualifications and apprenticeships

Support students in learning more about opportunities for education and training outside of school, before they make crucial choices about their future options

Reduce drop-out from courses and avoid the risk of students becoming NEET (not in education, employment or training)

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 students 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](#)

[Education and Skills Act 2008](#)

[The School Information \(England\) Regulations 2008](#)

The [Skills and Post-16 Education Act 2022](#)

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.

3. Student entitlement

All students in years 8 to 13 at The Crossley Heath School are entitled to:

Find out about further education training, 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 and taster events

Understand how to make applications for the full range of academic and technical courses

Have a minimum of 6 encounters with providers

These encounters must happen for a reasonable period of time during the standard school day.

As a school we can provide complementary experiences but encounters outside of school hours won't count towards these requirements.

We offer our students the encounters set out above, in line with the requirements

Access to providers is available and promoted to allow all students to access information about other providers of further education and apprenticeships. We are committed to encouraging all students to make decisions about their future based on impartial information.

Students in year 8 and 9

All students in these year groups are offered:

2 encounters with education and training providers

All students must attend

Encounters can take place any time during year 8, and between 1 September and 28 February during year 9

Students in year 10 and 11

All students in these year groups are offered, as a minimum:

2 encounters with education and training providers

All students must attend

Encounters can take place any time during year 10, and between 1 September and 28 February during year 11

Students in year 12 and 13

All students in these year groups are offered, as a minimum:

2 encounters with education and training providers

Students can choose to attend

Encounters can take place any time during year 12, and between 1 September and 28 February during year 13

3.1 Meaningful encounters with providers

Our school is committed to providing meaning encounters for all students.

A meaningful encounter:

Is where the student can explore what it is like to learn, develop and succeed in that environment

Involves meeting both staff and learners/trainees

Has a clear purpose

Is underpinned by learning outcomes that are appropriate to the needs of the student

Involves a 2-way interaction between the student and the provider

Includes information about the provider, such as their recruitment and selection processes, the qualifications that provider offers and the careers these could lead to

Describes what learning or training with the provider is like

Is followed by opportunities for the student to reflect on the insights, knowledge or skills gained through the encounter

4. Management of provider access requests

4.1 Procedure

Outline the procedures that providers must follow when requesting access to students, e.g.:

A provider wishing to request access should contact Ms S Peers, Careers Leader

Telephone 01422 360272

Email: s.peers@crossleyheath.org.uk

4.2 Information we ask from providers

As a school we ask each provider to provide the following information for our students:

Information about your provision and the approved qualifications or apprenticeships you offer

Information about what careers those qualifications and apprenticeships can lead to

What learning or training with you is like

Answers to any questions from students

4.3 Opportunities for access

There are a number of events, integrated into our careers programme, that offer providers an opportunity to come into school to speak to students and/or their parents/carers.

Please speak to our careers leader to identify the most suitable opportunity for you.

In the following table:

	Autumn Term	Spring Term	Summer Term
Year 7	Assemblies Curriculum Time Career of the Week discussions and LMI	Assemblies Curriculum time Enterprise Scheme in Personal Development lessons. Career of the Week discussions and LMI National apprenticeship and careers week focus Whole school careers fair	Assemblies Curriculum time Career of the Week discussions and LMI
Year 8	Assemblies Career of the Week discussions and LMI Curriculum time	Assemblies Career of the Week discussions and LMI Curriculum time National apprenticeship and careers week focus Whole school careers fair	Assemblies Career of the Week discussions and LMI Curriculum time

Year 9	Assemblies Career of the Week discussions and LMI Curriculum time	Assemblies Discussions re KS4 options/careers linked to the Parent's evening Career of the Week discussions and LMI Curriculum time National apprenticeship and careers week focus Whole school careers fair	No encounters – encounters must have taken place by 28 February
Year 10	Assemblies Curriculum time Career of the Week discussions and LMI Inspirational Futures event for student and parents Small group sessions: future education, training or employment options.	Assemblies Visit to Industry Curriculum time Career of the Week discussions and LMI National apprenticeship and careers week focus Whole school careers fair Small group sessions: future education, training or employment options.	Assemblies Curriculum time Career of the Week discussions and LMI
Year 11	Assemblies 1:1 Careers interviews Inspirational Futures event for student and parents Signposting to local event for University/Technical Colleges Post 16 Taster sessions Tutor time	Assemblies 1:1 Careers interviews National apprenticeship and careers week focus Whole school careers fair	No encounters – encounters must have taken place by 28 February Confirmation of post-16 education and training destinations for all students
Year 12	Assemblies	Assemblies	Assemblies

	Future Jobs/LMI information Launch of Enterprise company initiative (except for 2021-22) Weekly careers bulletin containing employer, apprentice, education and training opportunities Inspirational Futures event for student and parents Small group sessions: future education, training or employment options.	Work experience Assemblies/small group discussions re apprenticeship opportunities Daily careers bulletin containing employer, apprentice, education and training opportunities Curriculum time National apprenticeship and careers week focus Whole school careers fair Small group sessions: future education, training or employment options.	Weekly careers bulletin containing employer, apprentice, education and training opportunities Curriculum time
Year 13	Assemblies Workshops – HE and higher apprenticeship Applications Weekly careers bulletin containing employer, apprentice, education and training opportunities 1:1 Careers interviews Inspirational Futures event for student and parents Student finance information for students and parents Mock interviews Curriculum time	Assemblies Small group discussion and assembly opportunities Daily careers bulletin containing employer, apprentice, education and training opportunities 1:1 Careers interviews Curriculum time National apprenticeship and careers week focus Whole school careers fair	No encounters –encounters must have taken place by 28 February Confirmation of post-18 education and training destinations for all students

4.4 Live online encounters

We will consider requests for live online encounters with providers, which may be broadcast into classrooms or the school assembly hall. We will need to carry out technology checks in advance to make sure systems are compatible.

4.5 Granting and refusing provider access requests

Each access request will be considered on a case-by-case basis.

We will grant access requests where there is opportunity for a positive contribution to our careers programme.

4.6 Safeguarding

Our safeguarding/child protection policy outlines the school's procedure for checking the identity and suitability of visitors. You can find the policy on our school website.

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

4.7 Premises and facilities

We will provide an appropriate room or assembly hall, with the necessary equipment providers require to carry out their visit effectively – details will be agreed with the provider.

Providers are welcome to leave a copy of their prospectus or other relevant course literature with our receptionist.

Providers will be met and supervised by a member of staff who will facilitate their visit.

5. Working with parents and carers

We aim to involve parents and carers in our careers programme and welcome your attendance at encounters with providers in school.

If you would like to speak to the school about encounters with providers, please contact our Careers Leader.

We also welcome feedback from parents and carers to help improve our offer of encounters with providers. This can be provided by email to the Careers Leader or in reply to surveys circulated after careers events.

6. Previous providers

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

Lloyds Banking Group, Covea Insurance, Calderdale College, Kirklees College, Huddersfield University, Leeds Metropolitan University, Leeds Beckett University, ASK Apprenticeships, NHS Apprenticeships, Leeds College of Building, Askham Bryan College.

7. Student destinations

Student destinations, collated by C&K Careers, can be found published on the careers page of our school website.

8. Complaints

Any complaints related to provider access can be raised following the school complaints procedure published on our website.

9. Links to other policies

Outline any links to other policies you have, such as:

Safeguarding/child protection policy

Careers guidance policy

Curriculum policy

Complaints policy

Equality and diversity policy

SEND policy

10. Monitoring arrangements

Our 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 and approved by the governing board at every review.