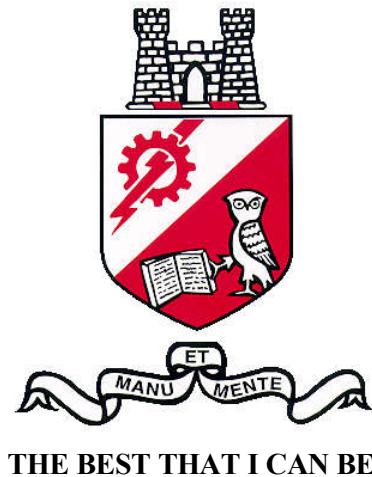


WEST HATCH HIGH SCHOOL



Provider Access Policy

Policy Date July 2025

Policy to be reviewed July 2026

Signed by the Headteacher

Schaefer ✓

Ratified on the by the Chair of Governors in December 2023

Signed:

Adrian Hing

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1. Aims

This policy 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 in Year 8, and between 1 Sep. – 28 Feb. 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 in Year 10, and between 1 Sep. – 28 Feb. 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 in Year 12, and between 1 Sep. – 28 Feb. 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.

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

3. Student entitlement

All students in Years 8 to 13 at West Hatch High 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, through activities and events such as assemblies, guest talks and taster events.
- 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 Mr Geoffrey Towsey, Careers Leader

Telephone: 020 8504 8216

Email: gtowsey@westhatch.net

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. We have provided some examples:

	AUTUMN TERM	SPRING TERM	SUMMER TERM
YEAR 8	Assemblies / Talks	Options Workshops	Futures Workshops
YEAR 9	Assemblies / Talks	Options Workshops	<i>No encounters – encounters must have taken place by 28 February</i>
YEAR 10	Assemblies / Talks	Transition Workshops	Taster Day
YEAR 11	Transition Week	CEIAG Drop-Ins	<i>No encounters – encounters must have taken place by 28 February</i>
YEAR 12	Information Evening	Apprenticeship Workshops	Futures Day
YEAR 13	Transition Drop-Ins	Transition Drop-Ins	<i>No encounters – encounters must have taken place by 28 February</i>

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

4.3 Granting and refusing access

Please see section '4.2 Opportunities for access' for key times when access would be appropriate.

Access will be refused if there is a clash with another pre-planned event, but an alternative date will be suggested. Access will also be refused if the provider is unable to comply with our Safeguarding policy and procedures.

4.4 Safeguarding

In relation to the school's safeguarding procedures; any external visitors, who are working directly with students, are expected to provide a copy of their DBS/CRB documentation and proof of identity. This will be viewed, and a copy taken upon arrival at West Hatch.

Without appropriate documentation, providers will not be granted access. Please contact the Safeguarding Lead with any questions. Education and training providers will be expected to adhere to this policy.

4.5 Premises and facilities

Where possible West Hatch will make the Hall, Study Centre or classrooms available for providers to interact with students, as appropriate to the activity. It will also make AV and other equipment available, if possible, in order to support the provider's presentation. Providers requests for facilities and equipment should be discussed and agreed with the Careers Leader prior to the visit.

Students and staff have access to the Careers Centre, which includes a range of literature and resources. Providers are encouraged to leave a copy of their prospectus or other relevant information; they may also send these to the Careers Leader, who will be able to add these to the Careers Centre, via the following address: Mr G. Towsey, West Hatch High School, High Road, Chigwell, IG7 5BT.

5. Previous providers

In previous Years, amongst others, we have invited the following providers to speak to our pupils:

- New City College
- Waltham Forest College
- Harlow College
- Capel Manor College
- London College of Beauty Therapy
- Teesside University

6. Pupil destinations

Last Year, our Year 11 pupils moved to a range of providers after school:

- 9 students progressed into an apprenticeship.
- 94 students progressed into college.
- 144 students progressed into Sixth Form.

Last Year, our Year 13 pupils moved to a range of providers after school:

- 10 students progressed into an apprenticeship.
- 82 students progressed into university.
- 6 students progressed into employment/training.

7. Complaints

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

8. Links to other policies

- [Careers Education Information Advice and Guidance \(CEIAG\) Policy](#)
- [Child Protection & Safeguarding Policy](#)
- [Complaints Policy](#)

9. Monitoring arrangements

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

This policy will be reviewed by Mr Geoffrey Towsey annually.