




# Kirkby High School

**POLICY NAME:** Provider Access Policy Statement

**ADOPTED:** November 2022

**REVIEW PERIOD:** to be reviewed annually

**SIGNATURE:**   
Chair of Governors



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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 7 to 11 for the purposes of informing them about approved technical education, qualifications or apprenticeships.

This is outlined in section 42B of the [Education Act 1997](#).

This policy shows how our school complies with these requirements.

## 3. Student entitlement

All students in years 7 to 11 at Kirkby 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
- 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 Tom Merrett ( Careers, Information, Advice and Guidance (CIEAG) coordinator).

Telephone: 0151 477 8710

Email: [admin@kirkbyhighschool.net](mailto:admin@kirkbyhighschool.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. Please see Appendix 1

### **4.3 Granting and refusing access**

There are times when the school will be unable to grant access. Limiting disruption to lessons will be our priority. With this in mind:

- Year 11 curriculum time will be refused
- A cohort of students that are required to be out of lessons repeatedly will be refused.

### **4.4 Safeguarding**

Our safeguarding/child protection policy outlines the school's procedure for checking the identity and suitability of visitors.

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

### **4.5 Premises and facilities**

The school will make the sports hall, atrium and classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. The school will also make available projectors and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the CIEAG or a member of the pastoral team. Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Reception.

## **5. Monitoring arrangements**

The school's arrangements for managing the access of education and training providers to students is monitored by T Merrett.

## Appendix 1

	Autumn term	Spring term	Summer term
<b>Year 7</b>	<p>Careers fair (organised with careers connect) to establish links with local business and post 16 education destinations.</p> <p>All faculties and departments to intertwine curriculum with wider world career application. Evidenced in books.</p>	<p>Extended form, focus on skills, passions and careers.</p> <p>All faculties and departments to intertwine curriculum with wider world career application. Evidenced in books.</p>	<p>FE, apprenticeship information (ASK) and careers connect liaison to attend Y8 parents evening to help with wider community outreach and support regarding post 16.</p> <p>All faculties and departments to intertwine curriculum with wider world career application. Evidenced in books.</p>
<b>Year 8</b>	<p>Careers fair (organised with careers connect) to establish links with local business and post 16 education destinations.</p> <p>All faculties and departments to intertwine curriculum with wider world career application. Evidenced in books.</p>	<p>Extended form, focus on skills, passions and passions.</p> <p>All faculties and departments to intertwine curriculum with wider world career application. Evidenced in books.</p>	<p>FE, apprenticeship information (ASK) and careers connect liaison to attend Y8 parents evening to help with wider community outreach and support regarding post 16.</p> <p>All faculties and departments to intertwine curriculum with wider world career application. Evidenced in books.</p>
<b>Year 9</b>	<p>Careers fair (organised with careers connect) to establish links with local business and post 16 education destinations.</p> <p>Careers connect to help Y9's make informed option choices with career intervention for all members of the year group. RONI students will be given 1on1 interview time.</p> <p>All faculties and departments to intertwine curriculum with wider world career application. Evidenced in books.</p>	<p>FE providers to give assemblies re: option process, consequences for post 16 and enhance discussions about next steps into KS4.</p> <p>FE, apprenticeship information (ASK) and careers connect liaison to attend Y9 parents evening to help with wider community outreach and support regarding option choice process.</p> <p>CIEAG based extended form time focused on skills and option choices.</p> <p>Individual mentoring for bespoke target groups to promote engagement and improve aspirations.</p>	<p>RONI students to visit apprenticeship and FE providers.</p> <p>Apprenticeship assembly talk.</p> <p>All faculties and departments to intertwine curriculum with wider world career application. Evidenced in books.</p>

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<b>Year 10</b>	<p>Careers fair (organised with careers connect) to establish links with local business and post 16 education destinations.</p> <p>Students will receive a presentation on making the most of their work experience placement from TME. All students tasked with finding their own placement. Deadline first week of December.</p> <p>Parents/carers invited to work experience talk given by TME about finding a work placement.</p> <p>Through PD lessons, students will put applications together and research places of interest.</p>	<p>Extended form on behaviour in and approach to the workplace.</p> <p>Risk assessment for all work experience places.</p> <p>Talk from Kirkby alumni about their application experience and current careers.</p> <p>Careers Connect to help facilitate a day of mock interviews.</p>	<p>Individual 1:1 interviews with a qualified careers advisor through careers connect. Will continue through Y11 so all students have at least two meetings (more if needs be.)</p> <p>Students will receive a 'Destinations' Talk from a local FE provider.</p> <p>Educational trip to visit an FE establishment (Knowsley Community Centre and WLC) to raise attainment and improve aspirations.</p> <p>FE, apprenticeship information (ASK) and careers connect liaison to attend Y10 parents evening to help with wider community outreach and support regarding application process.</p> <p>Students to complete their work experience.</p>
<b>Year 11</b>	<p>Individual 1:1 interviews with a qualified careers advisor through careers connect. Ongoing throughout the year.</p> <p>Application support available during after school workshops looking at destinations and CV writing.</p> <p>Careers fair (organised with careers connect) to establish links with local business and post 16 education destinations.</p> <p>5 FE providers to deliver assemblies on application process and importance of GCSE results (LIPA, KCC, WLC, Winstanley &amp; Carmel College)</p>	<p>Individual 1:1 interviews with a qualified careers advisor through careers connect. Ongoing throughout the year.</p> <p>Extended form time, lesson on applications and interviews.</p> <p>Careers Connect to help facilitate a day of mock interviews.</p> <p>FE, apprenticeship information (ASK) and careers connect liaison to attend Y11 parents evening to help with wider community outreach and support regarding application process.</p>	<p>Individual 1:1 interviews with a qualified careers advisor through careers connect. Ongoing throughout the year.</p> <p>Destination Data recorded and sent to LA.</p>

FE, apprenticeship information (ASK) and careers connect liaison to attend Y11 parents evening to help with wider community outreach and support regarding application process.

All students giving open evening times for over 15 colleges in the Merseyside area. School website updated accordingly with relevant info.