




# 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 Miss Talbot ( Careers, Information, Advice and Guidance (CIEAG) and Aspirations 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:

	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>INTO University intervention sessions</p> <p>Meetings with school based careers advisor</p> <p>Extended Form session on careers and aspirations</p>	<p>Life in Higher Education workshop</p> <p>Winstanley College to attend AGT Evening</p> <p>Meetings with school based careers advisor</p>	<p>Careers lessons in PD</p> <p>Meetings with school based careers advisor</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>INTO University intervention sessions</p> <p>Targeted interventions from Careers Connect</p> <p>Life in Higher Education workshop</p> <p>Meetings with school based careers advisor</p> <p>Extended Form session on careers and aspirations</p>	<p>Careers Connect and local colleges will be available at the annual Progress and Aspiration Evening</p> <p>Meetings with school based careers advisor</p>	<p>Careers in curriculum</p> <p>Meetings with school based careers advisor</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>Targeted interventions from Careers Connect</p> <p>Assemblies conducted by local further education providers</p> <p>Careers Advisor to help Y9's make informed option choices with career intervention for all members of the year group.</p>	<p>Delivery of form time and assembly presentations from various external agencies in the lead up to year 9 options evening. Specifically; CIEAG overview from careers connect, FE options and the application process by FE liaison teams from KCC and Winstanley, Apprenticeship options from the apprenticeships hub. Additionally students will receive a talk regarding the options process from a member of SLT (AK)</p> <p>Individual 1:1 interviews with a qualified careers advisor through careers connect as well as onsite careers advisor Ongoing throughout</p>	<p>Meetings with school based careers advisor</p>

	<p>INTO University intervention sessions to promote aspirations and consider post 16 choices</p> <p>Meetings with school based careers advisor</p>	<p>the year.</p> <p>Careers Connect session on making informed options choices</p> <p>Meetings with school based careers advisor</p> <p>Subject specific talk from tutors highlighting key skills required for and the many career roles within their subject specialism.</p> <p>Individual mentoring for bespoke target groups to promote engagement and improve aspirations.</p> <p>Opportunity to interact with local Further Education providers and Careers Connect at Year 9 Progress and Aspiration Evening</p>	
<p><b>Year 10</b></p>	<p>INTO University intervention sessions to promote aspirations and consider post 16 choices</p> <p>Careers fair (organised with careers connect) to establish links with local business and post 16 education destinations.</p> <p>Work experience evening led by Miss Talbot and Mr Butler</p> <p>Work experience assembly led by Miss Talbot and Mr Butler</p> <p>Apprenticeships carousel (several Apprenticeship providers – based on availability) to develop understanding of career options and discuss skills and qualities needed for success.</p> <p>Post 16 pathways workshop</p> <p>Individual 1:1 interviews with a qualified careers advisor through careers connect as</p>	<p>Work Experience placements for all year 10 students at a workplace of either their choosing or (if unable to find own placement) arranged with support from the school.</p> <p>Personal Development curriculum focused on world of work as well as preparing for and reflecting on Work Experience placements</p> <p>Assemblies conducted by local Further Education providers</p> <p>KCC taster day</p> <p>Careers meetings with Careers advisor</p> <p>Individual 1:1 interviews with a qualified careers advisor through careers connect as well as onsite careers advisor Ongoing throughout the year.</p>	<p>Students will receive a 'Destinations' Talk from a local FE provider.</p> <p>Educational trip to visit two FE establishments (Knowsley Community Centre and West Lancs College) to raise attainment and improve aspirations.</p> <p>Opportunity to interact with local Further Education providers and Careers Connect at Year 10 Progress and Aspiration Evening</p> <p>Study skills intervention</p> <p>WLC taster day</p> <p>Targeted masterclass sessions conducted at Winstanley College</p> <p>Careers meetings with Careers advisor</p> <p>Individual 1:1 interviews with a qualified careers advisor through careers connect as</p>

	<p>well as onsite careers</p> <p>Extended Form session on careers and aspirations advisor Ongoing throughout the year.</p> <p>Extended Form session on careers and aspirations</p>		<p>well as onsite careers advisor Ongoing throughout the year.</p>
<p><b>Year 11</b></p>	<p>Individual 1:1 interviews with a qualified careers advisor through careers connect as well as onsite careers advisor Ongoing throughout the year.</p> <p>Workshops to support with applications and interview technique</p> <p>Mock interviews for all students conducted by local employers</p> <p>Careers fair (organised with careers connect) to establish links with local business and post 16 education destinations.</p> <p>Opportunity to interact with local Further Education providers and Careers Connect at Year 11 Progress and Aspiration Evening</p> <p>Study skills support at Progress and Aspiration Evening for students, parents and carers</p> <p>CV and letter writing preparation in Personal Development curriculum</p> <p>Bespoke support to ensure that post 16 destinations applied for</p> <p>Extended Form session on careers and aspirations</p> <p>Meetings with school based careers advisor</p>	<p>Individual 1:1 interviews with a qualified careers advisor through careers connect as well as onsite careers advisor Ongoing throughout the year.</p> <p>Opportunity to interact with local Further Education providers and Careers Connect at Year 11 Progress and Aspiration Evening</p> <p>Bespoke support to ensure that post 16 destinations applied for</p> <p>Revision skills workshop</p> <p>Meetings with school based careers advisor</p>	<p>Individual 1:1 interviews with a qualified careers advisor through careers connect as well as onsite careers advisor Ongoing throughout the year.</p> <p>Bespoke support to ensure that post 16 destinations applied for</p> <p>Meetings with school based careers advisor</p>

Please speak to our CIEAG coordinator to identify the most suitable opportunity for you.

### **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.