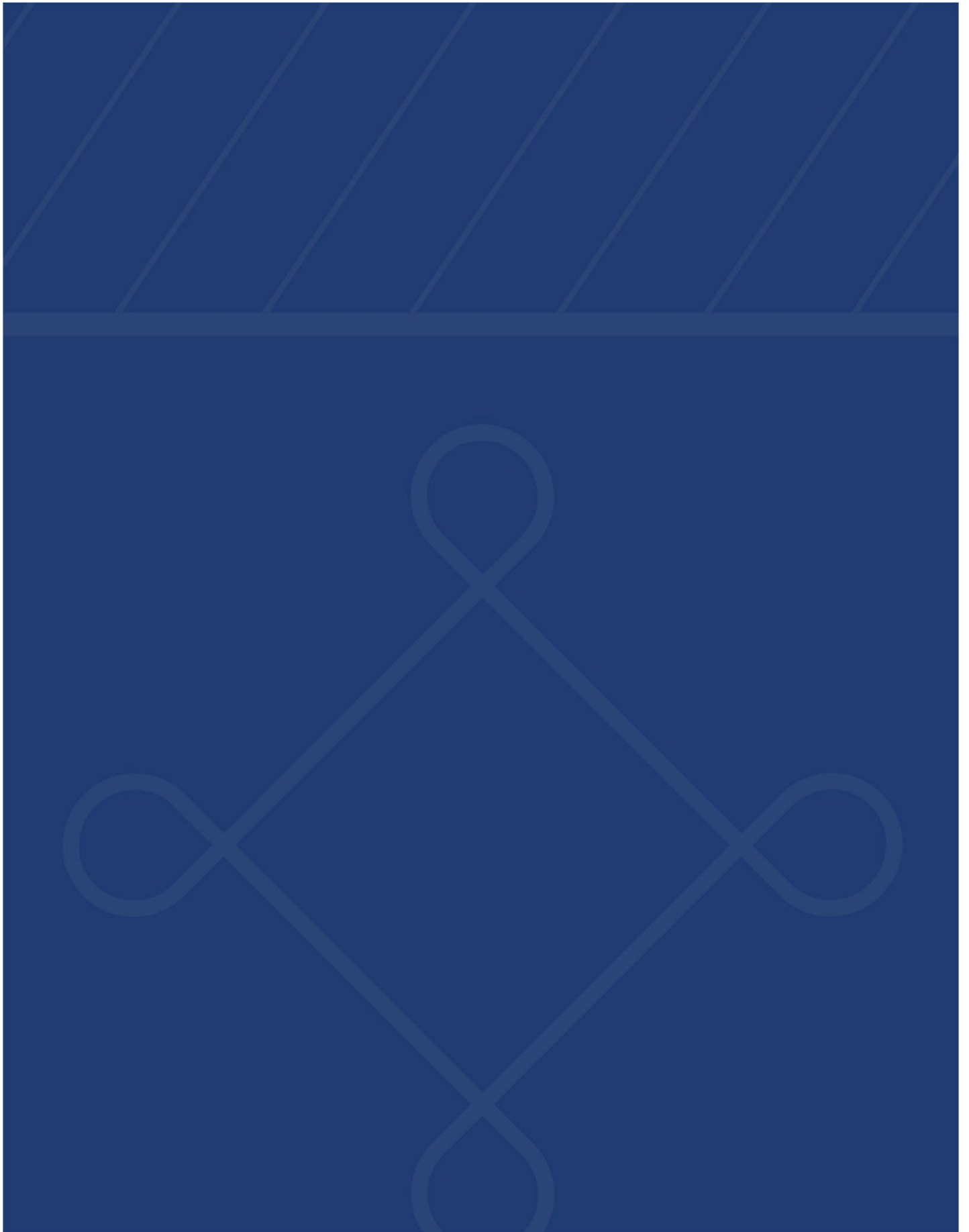




CARLETON  
HIGH  
SCHOOL

# Provider Access Policy



**Summary:**

This policy statement sets out the arrangements for managing the access of providers to students at the school for the purpose of giving them information about the provider's education or training offer. This complies with the academy's legal obligations under Section 42B of the Education Act 1997.

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**Document Control**

<b>Date</b>	<b>Version</b>	<b>Action</b>	<b>Amendments</b>
November 2023	1.0		Put onto standard template
November 2024	1.0	Reviewed	Changes to Senior Leader responsibility, year group activities and destinations.

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## Introduction

This policy statement sets out the arrangements for managing the access of providers to students at the school for the purpose of giving them information about the provider's education or training offer. This complies with the academy's legal obligations under Section 42B of the Education Act 1997.

## Student entitlement

All students in years 8 – 11 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 discussion and taster events;
- To understand how to make applications for the full range of academic and technical courses.

**For students of compulsory school age these encounters are mandatory and there will be a minimum of two encounters for students during the 'first key phase' (year 8 to 9) and two encounters during the 'second key phase' (year 10 to 11).**

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 qualifications and or 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 students from the provider)
- Answer questions from students

### Meaningful Provider encounters

One encounter is defined as one meeting/session between students and one provider. We are committed to providing meaningful encounters to all students 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 students.

## Management of provider access requests

### Procedure

A provider wishing to request access should contact Kaeti Rawling, Assistant Headteacher.

Telephone: 01977 781555; Email: [krawling@carletonhigh.patrust.org.uk](mailto:krawling@carletonhigh.patrust.org.uk)

### Opportunities for access

The school offers the six provider encounters required by law and a number of other additional events, integrated into the school careers programme.

We will offer providers the opportunity to come into school to speak to students to their parents and carers.

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

Year group	Term 1-2	Term 3-4	Term 5-6
Year 8	Weekly assembly (advance booking available)  Doncaster UTC event	Parents meeting 27 March 2025  Heart of Yorkshire Education Group Assembly (apprenticeships)  Weekly assembly (advance booking available)	Weekly assembly (advance booking available)  University Visit
Year 9	Weekly assembly (advance booking available)	Parents meeting 27 February 2025  UTC Leeds Event  KS4 option event with New College Pontefract and Heart of Yorkshire apprenticeship Provider in attendance  ASK programme inspiring awareness assembly  Careers Fair (Employers, apprenticeship providers and UTC college(s), universities in attendance)	Weekly assembly (advance booking available)  Professional Interviews. Range of employers and post 16 providers welcomed.  Bespoke Careers visits

		Weekly assembly (advance booking available)	
Year 10	Weekly assembly (advance booking available)	<p>Parents meeting 6 March 2025</p> <p>Heart of Yorkshire Education Group Assembly (apprenticeships)</p> <p>Post-16 Taster day at New College Pontefract</p> <p>Weekly assembly (advance booking available)</p>	<p>Weekly assembly (advance booking available)</p> <p>Post-16 Taster day Heart of Yorkshire Group</p> <p>Meetings with careers advisor</p> <p>Work Experience placements</p>
Year 11	<p>Assemblies from:</p> <p>Year 11 parent information evening</p> <p>UTC Leeds</p> <p>New College Pontefract</p> <p>Heart of Yorkshire Education Group</p> <p>St Wilfrid's 6<sup>th</sup> Form College</p> <p>Airedale Academy 6<sup>th</sup> Form College</p> <p>Morgan Sindall – T Levels</p> <p>Weekly assembly (advance booking available)</p> <p>Meetings with careers advisor</p> <p>Post-16 interviews</p>	<p>Parents meeting 30 January 2025</p> <p>College application Workshops</p> <p>Weekly assembly (advance booking available)</p> <p>Meetings with careers advisor</p> <p>Post-16 interviews</p>	Post-16 interviews

There is an assembly programme with visiting speakers including colleges, technical qualification providers, apprentices, employers and entrepreneurs. If you would like to speak to a full year group, an assembly can be booked in.

## Previous Providers

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

- NHS
- Job Centre plus
- Leeds City College
- Amazing apprenticeships
- ASK programme
- Morrisons
- Leeds City Enterprise Region
- Pyramid 8
- Castleford Tigers
- Leeds College of Art and Design
- WDH
- UTC Leeds
- Doncaster UTC
- University of Leeds
- Leeds Beckett University
- York University
- Heart of Yorkshire Education Group
- New College Pontefract
- Leeds College of Building
- Wakefield Apprenticeship HUB
- Askham Bryan College
- St Wilfrid's 6th Form
- Airedale Academy 6<sup>th</sup> Form
- Prospects/Connexions
- Go Higher West Yorkshire
- Haribo
- KP Snacks
- Robertsons Facilities Management
- Morgan Sindall
- Production Park Academy of Live Entertainment
- Hayes Travel

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



## Destinations of our Students

Last year our year 11 students moved to a range of providers in the local area after school:

	<b>No. of clients</b>	<b>%</b>
Apprenticeship	7	3.5
Employment	2	1
Further Education	80	40
Not available	3	1.5
School Sixth Form	1	0.5
Sixth Form College	102	51
Seeking Employment Education and Training	2	1
Study Programme	3	1.5

## Premises and facilities

The school will make every effort to ensure that the Theatre, classrooms or other meeting rooms are available for discussions between the provider and students, as appropriate to the activity.

There will also be adequate audio, visual and other specialist equipment (where available) 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 students.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at reception. This will be passed to our school librarian and placed in the careers sections of our library. The library is available to all students at lunch and break times.

## Complaints

Any complaints with regards to our 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).