**Policy Statement on Provider Access**

**Ratton School: Provider Access Policy**

**Introduction**

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

**Pupil entitlement**

All pupils in years 8-13 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 discussions and taster events;
* To understand how to make applications for the full range of academic and technical courses.

**Management of provider access requests**

**Procedure**

A provider wishing to request access should contact: Mrs Janine Peters, Assistant Headteacher for Careers Information Advice and Guidance.

Telephone: 01323 504011; Email: jpeters@ratton.co.uk

**Opportunities for access**

A number of events, integrated into the school careers programme, will offer providers an opportunity to come into school to speak to pupils and/or their parents/carers:

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| --- | --- | --- |
| **Year** | **Time** | **Activity** |
| Year 7 | July | Game of Life |
| Year 8 | July | Careers day:* University workshops
* LMI Activity – Jobs of the Future
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| Year 9 | FebruaryFebruarySeptember – MayJanuary - March | Careers FairCareers Day:* What’s my line?
* Fast Tomato
* Real Cost of Living

First Generation Scholars Making Choices Programme1 to 1 careers interviews as required |
| Year 10 | FebruaryJuneJulyMarch – JulyJulyJulyJanuaryOctober - May | Careers FairPSHE lessons on interviews/applications/personal statementsUCAS Progress profiles to be completed1 to 1 careers interviews as requiredCollege Taster DaysFirst Generation Summer SchoolApprenticeship information sessionYoung Enterprise Company Programme |
| Year 11 | SeptemberOctoberOctober – DecemberOctober – DecemberJanuaryMarch | College Presentations/AssembliesCareers Day:Students to attend 4 from:* College Fair
* How to present at interview workshop
* Thinking of University workshop
* What do employers look for (presented by Job Centre Plus)
* Apprenticeships

UCAS Progress – support with making college applications1 to 1 careers interviews as requiredMock Job interviewsNCS Assembly |

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

**Premises and facilities**

The school will make the main hall, classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. The school will also make available AV and other specialist equipment 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.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Careers Resource Centre. The Resource Centre is available to students at lunch and break times.