

# Provider access policy statement

Alder Grange School



**Policy Owner**

Mr R Milnes, Assistant Head  
Teacher

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**Next review due:**

Welfare Committee Spring 2026

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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 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 during year 8, and between 1 September and 28 February 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 during year 10, and between 1 September and 28 February 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 during year 12, and between 1 September and 28 February 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

This policy shows how our school complies with these requirements.

### 3. Student entitlement

All students in years 8 to 13 at Alder Grange 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, e.g. through assemblies, careers fairs and drop-down day provision.
- 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 Russell Milnes, Assistant Headteacher.

Telephone: 01706 223171

Email: [rmilnes@aldergrange.lancs.sch.uk](mailto:rmilnes@aldergrange.lancs.sch.uk)

## 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
YEAR 7	Parents' Evening		Curriculum Careers Week Assemblies
YEAR 8	Parents' Evening	Technical Education - Assemblies	Curriculum Careers Week Assemblies
YEAR 9		Technical Education – Assemblies KS4 Options Evening	<b>No encounters –encounters must have taken place by 28 February</b>
YEAR 10	Careers Fair, Parents' Evening	Technical Education - Assemblies	Curriculum Careers Week Assemblies Work Experience Enterprise Week
YEAR 11	Careers Fair Parents' Evening Sixth Form Open Evening	Technical Education - Assemblies Drop-Down Day provision	<b>No encounters –encounters must have taken place by 28 February</b> Confirmation of post-16 education and training destinations for all pupils
YEAR 12	Careers Fair	Meetings with careers adviser Work Experience	Employability Day
YEAR 13	Careers Fair	Meetings with careers adviser	<b>No encounters –encounters must have taken place by 28 February</b> Confirmation of post-18 education and training destinations for all pupils

Please speak to our Careers Lead, Mr Russell Milnes, 01706 223171 (rmilnes@aldergrange.com) to identify the most suitable opportunity for you.

## 4.3 Granting and refusing access

Where possible, we will try to meet the requests of providers. In general we would arrange for providers to see students and their parents at an evening event, which means that students can access a wide range of providers on one occasion.

Providers can request access via an assembly, or it is possible that we may offer them a place at one of our events (such as the Careers Fair), depending on the age range being targeted.

Access to events will be subject to us being able to accommodate providers and will also depend on other factors, including the date of the request, in relation to the date of the event.

#### **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**

For events in school, Alder Grange School will make a suitable room available for discussions between the provider and students, as appropriate to the activity. The school will also make available equipment to support provider presentations.

Providers are welcome to leave a copy of their prospectus or other relevant course literature with our Careers Lead.

## **5. Links to other policies**

Outline any links to other policies you have, such as:

- Safeguarding/child protection policy
- Careers guidance policy
- Curriculum policy

## **6. Monitoring arrangements**

The school's arrangements for managing the access of education and training providers to students are monitored by Russell Milnes, Assistant Headteacher

This policy will be reviewed by Russell Milnes annually, and at every review, the policy will be submitted to the governing body for approval.