



Elmley Dray  
School

# Provider Access Policy Statement

## 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 pupils.

This is outlined in section 42B of the Education Act 1997, the Skills and Post-16 Education 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)
  - o All pupils must attend
  - o 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)
  - o All pupils must attend
  - o 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)
  - o Pupils can choose to attend
  - o 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

Our Careers Lead in collaboration with the Headteacher will ensure that the above take place.

## **2.2 Meaningful provider encounters**

Our school is committed to providing meaningful encounters to all pupils.

1 encounter is defined as 1 meeting/session between pupils and 1 provider.

We use the Making it Meaningful checklist from The Careers & Enterprise Company to support this.

The school follows the Gatsby Benchmarks and our curriculum and school development plan are closely linked to the benchmarks.

Meaningful live online engagement is also an option at our school.

## **3. Pupil entitlement**

All pupils in years 8 to 13 at Elmley Dray 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, through activities and events such as options events, assemblies and taster events
- 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 Gemma Connolly, Careers Lead.

Telephone: 01795 485039

Email: [gemma.connolly@elmleydrayschool.co.uk](mailto:gemma.connolly@elmleydrayschool.co.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. We will work with CXK to provide guidance sessions, attend careers fairs and events within the local area and have speakers from various industries, in order to provide our students with a diverse range of opportunities to widen their career prospects.

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

Provider access will be given via the following: timetabled careers lessons, assemblies and career events.

#### **4.4 Safeguarding**

Our safeguarding 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**

Providers will have the following available to them:

- Classrooms with interactive whiteboards available
- A larger cabin space with a projector
- Online learning options through Google Classrooms
- The opportunity to leave and display leaflets, prospectuses and material.

### **5. Previous providers**

As a new provision, we have not had any previous providers so this is not yet applicable.

### **6. Pupil destinations**

As a new provision, we have not had any previous providers so this is not yet applicable.

### **7. Complaints**

Any complaints related to provider access can be raised following the school complaints policy which can be found on our website or directly with The Careers & Enterprise Company via [provideraccess@careersandenterprise.co.uk](mailto:provideraccess@careersandenterprise.co.uk)

### **8. Links to other policies**

- Safeguarding policy
- Curriculum policy
- Complaints policy

### **9. Monitoring arrangements**

The school's arrangements for managing the access of education and training providers to pupils are monitored by Gemma Connolly.

This policy is reviewed at least annually by the Headteacher and Director.

## Version control - Approval and review

| Version No. | Approved By    | Approval Date | Main Change             | Review Period |
|-------------|----------------|---------------|-------------------------|---------------|
| 1           | Hayley Furnell | December 2024 | Initial policy approved | Annually      |
| 1.1         | Hayley Furnell | August 2025   | Annual review           | Annually      |
| 1.2         | Hayley Furnell | December 2025 | Update to Careers Lead  | Annually      |



Hayley Furnell, Director,  
on behalf of Elmley Dray School

Dated: December 2025

Next review: August 2026