



## ELM COURT SCHOOL

# Provider Access Policy

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### 1. Aims

This policy statement aims to set out **Elm Court'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 and the careers guidance and access for education and training providers, Department of Education, September 2022 that ensures that the Baker Clause is now legally enforced.

In line with the Baker clause, our school gives pupils access to a range of education and training providers from years 7- 14 to discuss non-academic routes.

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 pupils in years 8 to 14 for the purposes of informing them about approved technical education, qualifications or apprenticeships.

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](#).

This policy shows how our school complies with these requirements.

### 3. Pupil entitlement

All pupils in years 7 to 14 at **Elm Court** 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 options events, assemblies, career exhibitions and group discussions and taster events.
- Understand how to make applications for the full range of academic and technical courses.

The government has directed that providers should meet with pupils on at least two occasions at each of the key phases of their education:

- For pupils during the ‘first key phase’ (year 8 or 9) that are mandatory for all pupils to attend.
- For pupils during the ‘second key phase’ (year 10 or 11) that are mandatory for all pupils to attend.
- For pupils during the ‘third key phase’ (year 12 or 13) that are mandatory for the school to put on but optional for pupils to attend.

### 4. Management of provider access requests

#### 4.1 Procedure

A provider wishing to request access should contact **Anne-Marie Pugh, Careers Lead**

Email: [pugh.a@elmcourt.lambeth.sch.uk](mailto:pugh.a@elmcourt.lambeth.sch.uk)

Telephone: 0208 674 3412

#### 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 pupils and/or their parents/carers:

	<b>Autumn term</b>	<b>Spring term</b>	<b>Summer term</b>
<b>Year 7</b>	Careers Focus Week PSHE	Careers Focus Week PSHE Workplace visit	Careers Focus Week PSHE
<b>Year 8</b>	Careers Focus Week PSHE	Careers Focus Week PSHE	Careers Focus Week PSHE

<b>Year 9</b>		Workplace visit	Workplace visit
	<p>Careers Focus Week</p> <p>PSHE</p> <p>Careers Afternoon- Elm Court School Careers event</p>	<p>Careers Focus Week</p> <p>PSHE</p> <p>Workplace visit</p> <p>Visit to FE College</p> <p>Apprenticeship/T Level assemblies</p>	<p>Careers Focus Week</p> <p>PSHE</p> <p>Year 10 options Event</p> <p>Workplace visit</p>
<b>Year 10</b>	<p>Careers Focus Week</p> <p>Careers lessons</p> <p>PSHE</p> <p>Workplace visit</p> <p>Careers Afternoon- Elm Court School Event</p> <p>Visit FE college</p> <p>Pathway options</p> <p>1:1 meeting with Independent Careers Advisor</p>	<p>Careers Focus Week</p> <p>Careers lessons</p> <p>PSHE</p> <p>Workplace visit</p> <p>Industry Insight days</p> <p>Interview skills workshops</p> <p>Mock interviews with employers</p> <p>Employability workshops</p> <p>Apprenticeship/T Level assemblies</p>	<p>Careers Focus Week</p> <p>Careers lessons</p> <p>PSHE</p> <p>Workplace visit</p> <p>Post 16 options event</p> <p>Achievement afternoon</p> <p>Careers lessons</p> <p>Careers workshop</p> <p>Work experience</p> <p>Industry Insight days</p>
	<b>Year 11</b>	<p>Careers Focus Week</p> <p>Careers lessons</p> <p>PSHE</p> <p>Careers Afternoon- Elm Court School Event</p> <p>1:1 meeting with Independent Careers Advisor</p>	<p>Careers Focus Week</p> <p>Careers lessons</p> <p>PSHE</p> <p>Apprenticeship/T Level assemblies</p> <p>Workplace visit</p> <p>Employability workshop</p>

		<p>Interview skills workshop</p> <p>Mock interviews with Employers</p> <p>Visit FE college</p>	
<b>Year 12</b>	<p>Careers Focus Week</p> <p>Careers lessons</p> <p>Work Skills lessons</p> <p>Personal Development</p> <p>Careers Afternoon- Elm Court School Event</p> <p>1:1 meeting with Independent Careers Advisor</p>	<p>Careers Focus Week</p> <p>Career Lessons</p> <p>Work Skills lessons</p> <p>Personal Development</p> <p>Apprenticeship/T Level assemblies</p> <p>Interview skills workshop</p> <p>Mock interviews with an employer</p> <p>Personal Development</p> <p>Employability workshops</p> <p>Visit FE College</p> <p>Apprenticeship/T Level assemblies</p>	<p>Careers Focus Week</p> <p>Career Lessons</p> <p>Work Skills lessons</p> <p>Personal Development</p> <p>Work experience</p> <p>Industry Insight days</p> <p>Careers and apprenticeship fair</p> <p>Social Enterprise Project</p>
<b>Year 13</b>	<p>Careers Focus Week</p> <p>Careers lessons</p> <p>Work Skills lessons</p> <p>Personal Development</p> <p>Careers Afternoon- Elm Court School Event</p> <p>1:1 meeting with Independent Careers Advisor</p>	<p>Careers Focus Week</p> <p>Careers lessons</p> <p>Work Skills lessons</p> <p>Personal Development</p> <p>Interview Skills workshop</p> <p>Mock interviews with employers</p> <p>Employability workshops</p>	<p>Careers Focus Week</p> <p>Careers lessons</p> <p>Work Skills lessons</p> <p>Personal Development</p> <p>Work experience</p> <p>Industry Insight Days</p> <p>Careers and apprenticeship fair</p>

	Social enterprise project	Social enterprise project Apprenticeship/T Level assemblies	Social enterprise project
<b>Year 14</b>	Careers Focus Week Careers lessons Work Skills lessons Personal Development Careers Afternoon-Elm Court School Event Social enterprise project 1:1 meeting with Independent Careers Advisor	Careers Focus Week Careers lessons Work Skills lessons Personal Development Apprenticeship/T Level assemblies Visit FE College Employability workshops Social Enterprise Project Interview skills workshop Mock interviews with employers	Careers Focus Week Careers lessons Work Skills lessons Personal Development Work experience Industry Insight days Careers and apprenticeship fair Social enterprise project

### 4.3 Granting and refusing access

- All pupils will have access to these arrangements.
- Pupils with more complex educational difficulties who might need to be supported by a member of our staff.
- If a pupil treats any other pupil, member of staff or visitor disrespectfully, the Senior Leadership Team will have the right to withdraw them from the event or refuse access.

### 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**

- Education and training providers are allowed to have access to most available rooms [including classrooms, hall, dining area, careers corner in the library and meeting room] and equipment [pupil laptops and interactive smart boards] at Elm Court School. Pupils who use extra visual or hearing support systems will be asked to continue using them during a provider's visit.
- Providers can request a specific area and specific equipment only prior to their visit confirmation. The member of staff who is dealing with this arrangement must check the availability of the room and equipment with the school office and confirm, or not, that the provider will have access to what they requested.
- Educational and training providers are allowed to leave prospectuses for pupils to read as long as these are approved by a member of the Senior Leadership Team.

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

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

#### **6. Monitoring arrangements**

The school's arrangements for managing the access of education and training providers to students is monitored by Joanna Tarrant (Executive Headteacher) and Anne Marie Pugh (Careers Lead).

This policy will be reviewed by Anne Marie Pugh (Careers Lead) annually. At every review, the policy will be approved by the governing body.

This policy was formally approved by the Governing Body: January 2023

Review Date: January 2024

