

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 purposes 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.

Student entitlement

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 evenings, 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

For Year 8 to Year 11 to request access contact: Mrs J. Hammond, Careers Development Manager

Telephone: 01992 714800 Email: jhammond@kha-tkat.org

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:

	Autumn Term	Spring Term	Summer Term
Year 8			Life skills – assembly and tutor group opportunities
Year 9	Life skills – assembly and tutor group opportunities	KS4 options event - February Careers Fair - January	
Year 10		Life skills – assembly and tutor group opportunities Careers Fair - January	
Year 11	Life Skills – assembly on opportunities at 16 to include apprenticeships Year 11 Academic Review Day	Post 16 taster sessions Careers Fair - January	

Please speak to Mrs J. Hammond, regarding the most suitable opportunity for you.

The school policy on safeguarding ([link](#)) sets out the school's approach to allowing providers into school as visitors to talk to our students.

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 Library in our Learning Resource Centre & Sixth form, which is managed by the school librarian and Sixth Form Administrator. The Learning Resource Centre is available to all students at lunch and break times.

Approval and review

Approved *[date]* by Governors at Curriculum and Standards Committee

Next review: *[date]*

Signed: James Lillingston: Chair of Governors

Kim Thackray: Head teacher