



**West Kirby**  
Grammar School

# Policy Statement on Provider Access

Administration Use:	
Statutory/Non-Statutory:	Non-Statutory
Website:	Yes
GB Committee:	Behaviour, Attitude and Personal Development
Review:	Annually
Date Reviewed by Committee:	14 February 2024
Next Review Date:	Spring 2025

## 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

## 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 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.

## 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

## 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.

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

### Student entitlement

Students in years 8-13 are entitled:

- To find out about technical education qualifications and apprenticeships opportunities, as part of a CEIAG programme (Careers, Information, Advice and Guidance) 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

#### Procedure

A provider wishing to request access should contact Miss G Ellis, Assistant Headteacher Telephone: 0151 632 3449 or via the 'Contact Us' section of the school website: [www.wkgs.org](http://www.wkgs.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 students and/or their parents. These can be virtual/online opportunities.

	Autumn Term	Spring Term	Summer Term
Year 7	BBC Schools Tour Careers Talk	Careers Week - Workshop Unifrog Virtual/online opportunities	
Year 8	BBC Schools Tour Careers Talk	Individual Careers Advice and Guidance interviews with senior staff Unifrog Virtual/online opportunities Careers Week - Workshop	
Year 9	BBC Schools Tour Careers Talk Unifrog	Careers Week - Workshop	
Year 10	BBC Schools Tour Careers Talk Enterprise Day: professional skills Unifrog Careers Week – Workshop Lunchtime Careers Talks	Careers interviews Careers Week – Post 16 options assembly Careers Week – Workshop Lunchtime Careers Talks Careers interviews	Lunchtime Careers Talks Careers interviews Work experience week

	Careers interviews		
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Year 11	Careers interviews Lunchtime Careers Talks Careers interviews	Individual Careers Advice and Guidance interviews with senior staff Careers interviews Apprenticeships Assemblies Lunchtime Careers Talks Careers interviews	
Year 12	Careers interviews Lunchtime Careers Talks	Lunchtime Careers Talks Careers interviews Apprenticeships Talk Visits run by professional organisations	Lunchtime Careers Talks Careers interviews Summer Programme Work Experience
Year 13	Lunchtime Careers Talks Careers interviews	Lunchtime Careers Talks Careers interviews	

It may also be possible to speak to groups of students outside of this programme of events, for example in an assembly or a group talk, alumni workshops. Please contact Miss G Ellis to identify the most suitable opportunity for you.

### **Granting and refusing access**

Students have timetabled Personal Development lessons and assemblies which present opportunities for access to students. To find out more information about timings, please contact Miss G Ellis.

Access will be refused if there are other timetabled events on the school calendar.

### **Safeguarding**

The School policy on Safeguarding and Child protection sets out the School's approach to allowing visitors into School, as visitors, to talk to our students.

Education and training providers will be expected to adhere to this policy.

### **Premises and facilities**

WKGS 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 equipment necessary to support provider presentations. This will all be discussed and agreed in advance of the visit with Miss G Ellis.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Careers Library, which is managed by the School Librarian. The Careers Library is available to all students at lunch and break times.

### **Previous providers**

In previous terms/years we have invited a variety of providers from the local area to speak to our pupils including: Unilever, Sellafield, University of Lancaster, BBC Careers Tours, University of Liverpool, Magdalene College University of Cambridge, ASK (Apprenticeship Support and Knowledge)

### **Pupil destinations**

Last year, the majority of our year 11 students chose to remain at West Kirby Grammar School to study A levels. Some students moved to other local Sixth Forms and colleges to complete A levels or T levels.

Last year, our year 13 pupils moved to a range of the Higher Education Institutions or Apprenticeships including: Birmingham City University, City of Liverpool College, Hull York Medical School, Kings College London, Leeds Arts University, Liverpool Institute of Performing Arts, Liverpool John Moores University, LMA Liverpool, Manchester Metropolitan University, Nottingham Trent University, Queens University Belfast, Royal Holloway University of London, Sheffield Hallam University, University College London (UCL), University of Arts London, University of Bangor, University of Birmingham, University of Bristol, University of Cambridge, University of Cardiff, University of Chester, University of Durham, University of Edinburgh, University of Exeter, University of Falmouth, University of Glasgow, University of Hertfordshire, University of Keele, University of Lancaster, University of Leicester, University of Lincoln, University of Liverpool, University of Manchester, University of Newcastle, University of Northumbria, University of Oxford, University of Salford, University of Sheffield, University of Stirling, University of Sussex, University of Swansea, University of West England, University of York

### **Complaints**

Any complaints related to provider access can be raised following the school complaints procedure (see the complaints policy)

### **Links to other policies**

- Safeguarding policy
- PSHE policy
- Complaints policy

### **Monitoring arrangements**

The school's arrangements for managing the access of education and training providers to pupils are monitored by Miss G Ellis, Assistant Headteacher

This policy will be reviewed by Miss G Ellis bi-annually.

At every review, the policy will be approved by the governing board.