

# **WARGRAVE HOUSE SCHOOL & SIXTH FORM**

## **THE AUTISM SPECIALISTS**

### **Provider Access Policy**

March 2023



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<b>Reviewer:</b>	Careers Lead
<b>Co-Reviewer:</b>	Deputy Head Teacher
<b>Updated:</b>	March 2023
<b>Next Review:</b>	March 2024
<b>Committee:</b>	Governing Body
<b>Approved by the full Governing Body/Board of Trustees:</b>	

**This policy should be read in conjunction with the following policies:**

1.	Careers & Employability Policy
2.	Safeguarding Policy
3.	Diversity and Equality Policy
4.	Assessment, Recording and Reporting Policy
5.	Work Experience and Trainees policy

**Change History Record**

<b>Current Version</b>	<b>Previous Version</b>	<b>Summary of changes made</b>	<b>Section Heading &amp; Page Number</b>
(date)	(date)	Description of changes	Page changed

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## Introduction

This policy statement aims to set out Wargrave House School and Sixth Form arrangements for managing the access of education and training providers to students for the purpose of giving them information about their offer.

## Purpose

This policy shows how Wargrave House School and Sixth Form complies with the requirements for maintained schools and academies, even though Wargrave House School and Sixth Form is a non-maintained specialist school and college.

Wargrave House School and Sixth Form endeavours to ensure that all students are aware of all routes to higher skills and are able to access information on technical options and apprenticeships (The Department of Education, July 2021: "Baker Clause": supporting students to understand the full range of education and training options, and the Provider Access Legislation, January 2023).

## Aim (s)

This policy 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
- To foster links between the school, local businesses and further/higher education establishments.
- To ensure there is an opportunity for a range of education and training providers to access registered students during the relevant phase of their education, for the purpose of informing them about approved technical education qualifications or apprenticeships (the Baker Clause, 2nd January 2018).

## Roles and Responsibilities

A provider wishing to request access should contact Steve Hogarth, Careers Leader. Telephone: 012925 224 899

Email: [stephenhogarth@wargravehouse.com](mailto:stephenhogarth@wargravehouse.com)

Teachers in Key Stage 4 and 5 are responsible for agreeing the order in which activities will take place. This should be recorded on the termly overview chart.

## Policy

### Statutory requirements and recommendations

Wargrave House School & Sixth Form fully supports the statutory requirement for students to have direct access to other providers of further education training, technical training and apprenticeships.

The school will comply with the new legal requirement to put on at least six encounters with providers of approved technical education qualifications or apprenticeships (where appropriate). This will be done in assemblies in National Careers Week (and National Apprenticeship Week where appropriate) in addition to providers attending careers events at school.

Schools and colleges 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 (updated Provider Access Legislation 2023).

Schools and colleges 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 guidance which best suit the needs of their students, engaging where appropriate with independent providers.

Wargrave House School and Sixth Form has developed its own arrangements for providing impartial careers advice and guidance may continue to do so as long as it is ensured that students have access to a source of guidance which is independent and external to the school. This may include website or telephone helpline access and/or face to face support from a specialist provider where needed. MS Teams will also play a significant role in this careers advice.

At each point where we deal with students leaving the school and college, we strive to ensure that they are purposefully provisioned in terms of advice and guidance. This includes information and support regarding apprenticeships, employment/internships or re-commencement of study with another provider. Apprenticeships, employment/internships or re-commencement of study with another provider.

## Procedure

### Management of Provider Access

Invitations are issued to all local providers inviting them annually to appropriate events run by the school/college. If the provider cannot attend, then they are welcomed to deliver information in the form of leaflets to be handed out by an alternative body. This is recorded and monitored on school systems.

Requests for access will be directed to the Careers Leader and appropriate times agreed, where all students will be able to access the provider. In most cases this will be a whole year group assembly.

### Granting and refusing access

Access will be granted by prior consultation with the Careers Leader and notification of refusal will be delivered in writing with approval of the Head of Education; the reason for refusal being cited in the communication.

### Safeguarding

Our safeguarding/child protection policy outlines the school and college procedure for checking the identity and suitability of visitors. Education and training providers will be expected to adhere to this policy. See Wargrave House School and Sixth Form Safeguarding and Child Protection Policy.

### Premises and Facilities

The school and college will make the main school gym, classrooms and meeting spaces available for discussions between the provider and students, as appropriate to the activity. The school and college will also make available audio visual and other specialist equipment to support provider presentations including MS Teams. 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 with Steve Hogarth, Careers Leader. This will be made available to students and families as appropriate.

### Policy Impact

We have a rolling programme for reviewing our Company policies. We regularly review the impact of our policies on the needs, entitlements and outcomes for students, service users, staff and parents.

## References and Further Resources

**All references to be listed using the Harvard format in alphabetical order:**

Baker Clause, 2nd January 2018,  
Department for Education in their 'Careers Guidance and Inspiration in  
Schools' policy; 2015  
Education Act 1997, Education Act 2011, Education and Skills Act 2008,  
Technical and Further Education Act 2017, Education Act 1997

Department for Education (2015) Post 16 work experience as a part of 16 to  
19 study programmes and traineeships.

Department for Education (2023) Careers guidance and access for  
education and training providers Statutory guidance for schools and  
guidance for further education colleges and sixth form colleges.

Skills and Post-16 Education Act 2022 (incorporating the Provider Access  
Legislation introduced in 2023).