

**Wargrave House School**

**Remarkable**

**Autism. Redefining what's Possible**

**Provider Access Policy**

January 2026

Wargrave House School  
449 Wargrave Road  
Newton-Le-Willows  
Merseyside  
WA12 8RS

01925 224 899

Website: [www.wargravehouse.com](http://www.wargravehouse.com)

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

<b>Reviewer:</b>	Careers Leader
<b>Co-Reviewer:</b>	Deputy Head Teacher
<b>Updated:</b>	January 2026
<b>Next Review:</b>	Nov 2026
<b>Committee:</b>	Governing Body
<b>Approved by the full Governing Body/Board of Trustees:</b>	

<b>This policy should be read in conjunction with the following policies:</b>	
1.	Careers Programme Policy
2.	Safeguarding Policy
3.	Diversity and Equality Policy
4.	Assessment, Recording and Reporting Policy
5.	Work Experience and Trainees policy

<b>Change History Record</b>			
<b>Current Version</b>	<b>Previous Version</b>	<b>Summary of changes made</b>	<b>Section Heading &amp; Page Number</b>
January 2025	Feb 24	Updated table for activities Changes to contact details at the end of the policy	6 7

**Contents**

Introduction & Rationale ..... 4

Aim (s) ..... 4

Commitment ..... 4

Learner Entitlement..... 5

Procedure ..... 6

    Opportunities for access..... 6

Roles and Responsibilities ..... 7

    Granting and refusing access..... 8

    Safeguarding ..... 8

    Premises and Facilities..... 8

Policy Impact ..... 8

References and Further Resources ..... 8

## Introduction & Rationale

This policy statement aims to set out Wargrave House School arrangements for managing the access of education and training providers to learners for the purpose of giving them information about their offer. This complies with the school's legal obligations under Section 42B of the Education Act 1997.

High quality careers education and guidance in school is critical to young people's futures. It helps to prepare them for the workplace by providing a clear understanding of the world of work including the routes to jobs and careers that they might find engaging and rewarding.

## 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 learners 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). (as strengthened by the Skills and Post-16 Education Act 2022 and statutory guidance 2023)

## Commitment

Wargrave House School is committed to ensuring there is an opportunity for a range of education and training providers to access learners, for the purpose of informing them about approved technical education qualifications and apprenticeships.

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

Wargrave House School endeavours to ensure that all learners 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 learners to understand the full range of education and training options, and the Provider Access Legislation, January 2023).

## Learner Entitlement

All learners in years 8 to 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 events, assemblies and group discussions and taster events;
- to understand how to make applications for the full range of academic and technical courses.

**For learners of compulsory school age these encounters are mandatory and there will be a minimum of two encounters for learners during the 'first key phase' (year 8 to 9) and two encounters for learners during the 'second key phase' (year 10 to 11).**

These provider encounters will be scheduled during the main school hours and the provider will be given a reasonable amount of time to, as a minimum:

- share information about both the provider and the approved technical education qualification and apprenticeships that the provider offers
- explain what career routes those options could lead to
- provide insights into what it might be like to learn or train with that provider (including the opportunity to meet staff and learners from the provider)
- answer questions from learners.

### Meaningful provider encounters

One encounter is defined as one meeting/session between learners and one provider.

We are committed to providing meaningful encounters to all learners using the [Making it meaningful checklist](#).

Meaningful online engagement is also an option, and we are open to providers that are able to provide live online engagement with our learners.

## Procedure

### Opportunities for access

The school offers at least four provider encounters required by law (**marked in bold text**) and a number of additional events, integrated into the school careers programme. **(See table below)**

We will offer providers an opportunity to come into school to speak to learners and/or their parents or carers.

Please speak to our Careers Leader to identify the most suitable opportunity for you.

Term	Event	Year Group
Autumn 1	Careers advisor interviews Year 11 (2 Days)	KS4
	Future skills questionnaires KS4 (Yr 10%11)	KS4
Autumn 2	Careers advisor interviews Year 10 (2 Days)	KS4
	Careers advisor learner group sessions in KS3 classes	KS3
	Careers/Financial Education Themed Weeks	KS4
	Coffee morning with parents/carers, careers advisor and careers leader, SENCO	
Spring 1	Encounter with FE/6 <sup>th</sup> form colleges, learners	KS4
	Encounter with University Technical Colleges/University/ studio schools/ apprenticeships	KS4
	Careers advisor learner group sessions in KS3 classes	KS3
	Careers Themed Week	KS2-4
	Careers fair	KS2-4
	STEAM Week	KS2-4

Term	Event	Year Group
Spring 2	Encounter with employers	KS3-4
	One to one meeting with Careers Advisor	KS3(Y9)
	Careers advisor and learner group sessions	KS3
	Careers Themed Week	KS2-4
	Enterprise Themed Week	KS2-4
	Careers Fair	KS2-4
Summer 1	Careers advisor and learner group sessions	KS2
	Mock interviews with employers	KS4
	Work experience	KS4
Summer 2	Financial Education Themed Week	KS2-4
	Mock interviews with employers	KS3
	Work experience	KS4

**\*Due to being a small-scale special school we will provide 5 meaningful encounters during a learner's time at Wargrave House School which will be once a year during the recommended time frame for all KS3 and KS4 learners. These encounters will be on a cycle so all learners will get to experience a range of training providers, education providers and employers including sixth forms, FE colleges, University Technical Colleges (UTCs), studio schools, apprenticeships etc**

## Roles and Responsibilities

A provider wishing to request access should contact Caroline Gorman & Rebecca Worsley (Careers Leaders) in the first instance.

Telephone: 01925 224 899

Email: [carolinegorman@wargravehouse.com/](mailto:carolinegorman@wargravehouse.com/)  
[rebeccaworsley@wargravehouse.com](mailto:rebeccaworsley@wargravehouse.com)

The Careers leader and teachers in Key Stage 2, 3 and 4 are responsible for agreeing the order in which activities will take place.

## 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 Teacher; 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 Safeguarding and Child Protection Policy.

## Premises and Facilities

The school will ensure meeting spaces are available for discussions between the provider and learners, as appropriate to the activity. The school 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 the Careers Leader. This will be made available to learners 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 learners, 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, (as strengthened by the Skills and Post-16 Education Act 2022 and statutory guidance 2023)  
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).