Provider Access Policy

Policy Type:	**Statutory**
Issue Date:	**28/09/2026**
To Be Reviewed:	**Annually: 28/09/2027**
Approved by:	**LGB**
Policy Owner:	**Jyoti Pankhania**

Table of Changes Made Since Last Version

Paragraph	Summary of Change/s
Sections 2 & 3	Updated to reflect DfE statutory guidance 'Careers guidance and access for education and training providers' (published May 2025, last updated June 2026): clarified that each pair of encounters may fall in the first named year group or between 1 September and 28 February of the following year; added that encounters take place during the school day for a reasonable period of time; added reference to T Levels, V Levels and Foundation Apprenticeships. Issue and review dates updated – pending LGB approval. Policy Owner changed from Adam to Jyoti

Glossary of Abbreviations and Acronyms used in this Policy

Abbreviation/Acronym	Meaning

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1. Aims

1.1. This policy 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:

1.1.1. procedures in relation to requests for access;
1.1.2. the grounds for granting and refusing requests for access;
1.1.3. details of premises or facilities to be provided to a person who is given access.

2. Statutory Requirements

2.1. Schools are required to ensure that there is an opportunity for a range of education and training providers to access students in Years 8 - 13 for the purposes of informing them about approved technical education, qualifications and apprenticeships.

2.2. Schools 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. Schools must have regard to the Department for Education's statutory guidance 'Careers guidance and access for education and training providers' (published May 2025, last updated June 2026) when meeting this duty.

2.3. From January 2023, updated provider access legislation requires us to provide students with a minimum of 6 encounters, namely:

2.3.1. Two encounters for pupils during the 'first key phase' (year 8, or between 1 September and 28 February of year 9) that are mandatory for all pupils to attend
2.3.2. Two encounters for pupils during the 'second key phase' (year 10, or between 1 September and 28 February of year 11) that are mandatory for all pupils to attend
2.3.3. Two encounters for pupils during the 'third key phase' (year 12, or between 1 September and 28 February of year 13) that are mandatory for the school to put on but optional for pupils to attend.

2.4. In line with this statutory guidance, each encounter takes place during the standard school day and lasts for a reasonable period of time.

2.5. This policy shows how our school complies with these requirements.

3. Student Entitlement

3.1. All students in Years 8 to 13 at Southfield School are entitled to:

3.1.1. find out about technical education qualifications and apprenticeship opportunities (including T Levels, V Levels and Foundation Apprenticeships) as part of our careers programme which provides information on the full range of education and training options available at each transition point.

3.1.2. hear from a range of local providers about the opportunities that they offer, including technical education and apprenticeships.

3.1.3. understand how to make applications for the full range of academic and technical courses.

4. Management of Provider Access Requests

4.1. Procedure

4.1.1. Our provision includes various opportunities for students to access a range of events. These are integrated into Southfield School's careers programme, curriculum, form time and 'Be Ready' Sessions. In addition, Southfield School hosts, or provides students with, the opportunity to attend one-off events that provide such opportunities. The integrated events are usually delivered internally, with contribution from external providers where necessary. The one-off events, such as a college open days or apprenticeship fairs, are regularly advertised to our students and, where appropriate, we will arrange a visit, during the school day, for a select group of students to attend, as part of the Enriched Curriculum Programme. Were possible we will also hold events such as mock interview days which providers may wish to support with.

4.1.2. A provider wishing to request access should contact:

4.1.2.1. Miss Sophie Kursat, Careers Lead
Telephone: 01536 513063
Email: careers@southfieldsch.co.uk

4.2. Opportunities for Access

4.2.1. A number of events, integrated into our careers programme, will offer providers with an opportunity to come into school to speak to students and/or their parents/carers. These may change throughout the year but a guide of events is outlined below:

	Autumn Term	Spring Term	Summer Term
Year 8	Be Ready Session – Careers Discovery Event Assemblies and Tutor Time Activities	Assemblies and Tutor Time Activities including those during National Careers Week	Assemblies and Tutor Time Activities.

Year 9	Be Ready Session – Young Inspirers Assemblies and Tutor Time Activities	Assemblies and Tutor Time Activities including those during National Careers Week Be Ready Session – KS4 Options	Work Shadowing Event Assemblies and Tutor Time Activities
Year 10	Assemblies and Tutor Time Activities	Assemblies and Tutor Time Activities including those during National Careers Week Be Ready Session – Post 16 & 18 Pathways Morning	Assemblies and Tutor Time Activities Mock Interview Day
Year 11	Assemblies on opportunities at Post 16. Post-16 Open Evening Post-16 Taster Sessions Be Ready Session – Interview Skills	Assemblies and Tutor Time Activities including those during National Careers Week	Assemblies and Tutor Time Activities
Year 12	Assemblies and Tutor Time Activities	Assemblies and Tutor Time Activities including those during National Careers Week.	Assemblies and Tutor Time Activities Be Ready Session – Future Skills & Next Steps.
Year 13	Assemblies and Tutor Time Activities	Assemblies and Tutor Time Activities including those during National Careers Week Be Ready Session – My Future Brand.	

4.3. Granting and Refusing Access

4.3.1. Southfield School employs an independent and impartial careers adviser within school who works with Year 11 students to ensure that they are able to make an informed choice about their next steps. Careers advice is also available to Year 9 students making option choices. The advisor will inform students about the opportunities that other providers have and, when needed, they will complete application forms together for those selected for college or apprenticeship placements.

4.3.2. A provider wishing to request access should contact Miss Sophie Kursat, Careers Lead, via the school contact details. Local providers are invited to relevant key events that are held at Southfield School. When holding a Year 11 or 13 event we would, for example where appropriate, invite apprenticeship providers, colleges, universities or other relevant groups to attend. We encourage other providers who are interested in coming into the school to contact Miss Sophie Kursat to identify the most suitable opportunity.

4.4. Safeguarding

4.4.1. Southfield School's policy on safeguarding sets out the school's approach to allowing providers into the school as visitors to talk to our students. At all times we ensure that there are no issues of safeguarding and that our students are always completely safe whilst meeting or speaking to external providers.

4.5. Premises and Facilities

4.5.1. Once visits have been agreed, the school will provide appropriate facilities to facilitate the visit, along with any equipment requested by the provider, where it is available. Sessions can be held in different venues according to the number of students and the requirements of the provider. Visits can be held in the lecture theatre and delivered to over 200 students, or sometimes in classrooms with smaller groups. We, also, have the facility to deliver safe personalised sessions. We are happy to work with providers to provide any resources we can that make their visit possible and we are, also, happy to accommodate those that need to bring extra equipment into the school in order to showcase what they do. Providers are welcome to leave a copy of their prospectus or other relevant course literature at reception for the attention of the Careers Team. We will place the literature so that it is available to students during the course of, or directly after, the school day.