



Provider Access Policy

Policy reviewed:	May 2025
Next review:	May 2026
Link Manager:	Mr J Williams, Deputy Headteacher
Governor Committee:	Standards & Achievements

Introduction

This policy statement sets out the school's arrangements for managing the access of education and training providers to pupils at the school 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 access 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 in ***The encounters schools must offer...*** section 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 encounters schools must offer to all pupils in years 8 to 11

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

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. We are committed to providing meaningful encounters to all pupils using the Careers and Enterprise Company 'Making it Meaningful' checklist.

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

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

Pupil entitlement

All pupils in years 8-11 at Sale High School are entitled to:

- find out about technical education qualifications and apprenticeships opportunities as part of our careers programme, which provides information on the full range of education and training options available at each transition point;
- hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through activities such as options events, 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:

Jonathan Williams, Deputy Headteacher, Telephone: 0161 973 2713 (ext 219)

Email: jwilliams@salehighschool.org.uk

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/carers.

The table below outlines some of the opportunities provided for training and education providers to speak to pupils and/or their parents/carers:

	Autumn Term	Spring Term	Summer Term
All Years	PSHE lessons for all years are on a Wednesday period 3 Adaptations can be made to these scheduled lessons to incorporate provider access		
Year 8	Welcome to Year 8 Evening Parent evening (if not online) Sale High Careers Fair (launching Autumn 2025)	Apprenticeship Week	
Year 9	Welcome to Year 9 Evening Parent evening (if not online) Sale High Careers Fair (launching Autumn 2025)	Year 9 Pathways Assemblies Year 9 Pathways Evening (College and Training Opportunity) Apprenticeship Week	No provider access encounters – encounters must have taken place by 28th February
Year 10	Year 10 Information Evening (College and Training Opportunity) Sale High Careers Fair (launching Autumn 2025)	Year 10 Parents Evening (College and Training Opportunity) Apprenticeship week (College and Training Opportunity) Meetings with careers advisors	World of Work Day & Mock Interviews (Employer Opportunity) Post-16 Taster Days Work Experience Week (launching Summer 2025) Meetings with our careers advisors
Year 11	Post 16 Assemblies (College and Training Opportunity) Welcome to Year 11 Information Evening (College, Training and Employer Opportunity) Meetings with careers advisors	Year 11 Parents Evening (College, Training and Employer Opportunity) Lunch time drop-in sessions (Employer and training opportunity) Apprenticeship week Meetings with careers adviser	

Please speak to our Careers Leader to identify the most suitable opportunity for you, or to plan an alternative opportunity.

Granting and Refusing Access

Every effort will be made to grant access to pupils. However, access may be refused under the following circumstances:

- there is a safeguarding concern about the suitability of visitors to work with young people, or appropriate safeguarding checks cannot be made in time
- there is not sufficient notice given to meet the requirements of an access request – in this situation, every effort will be made to arrange alternative dates and times
- Requested access clashes with scheduled events that cannot reasonably be moved changed (eg school events/trips, examinations) – in this situation, every effort will be made to arrange alternative dates and times

Safeguarding

Our safeguarding/child protection policy outlines the school's procedure for checking the identity and suitability of visitors. Education and training providers will be expected to adhere to this policy.

Premises and facilities

The school will make the main hall, library, classrooms or 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 (eg projector boards/screens, speakers). The school can also facilitate remote/online/virtual sessions through TEAMS or similar platforms. 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 in Careers and Post16 section of the library, which is managed by the school librarian, and/or with the school's independent careers advisor. The library is available to students at lunch and break times, and selected times before and after school (as per the library's timetable).

Previous providers

In previous terms/years we have invited a range of providers from the local area to speak to our pupils, including the following:

UA92
University of Manchester
The Growth Company
Xavarian Sixth Form College

Loreto Sixth form college
Trafford College group
Manchester College
Ashton on Mersey 6th Form

Pupil Destinations

In 2024 our Year 11 leavers attended a total of 26 post-16 providers, including the following:

- Trafford College 36.8%
- Loreto College 14.6%
- Xaverian College 11.9%
- Apprenticeship/Work based Learning provider 7%
- Stockport College
- Access Creative College
- Altrincham Grammar for Boys
- Manchester College(s)
- Sale Grammar
- Skills Centre
- Urmston Grammar
- Salford City College – Pendelton

Complaints:

Any complaints with regards to provider access can be raised following the school complaints procedure <https://salehighschool.org.uk/wp-content/uploads/2024/12/Complaints-Policy-2024.pdf> or directly with The Careers & Enterprise Company via provideraccess@careersandenterprise.co.uk

Approval and review

Approved

Next review:

Signed: