The Chantry School

Provider access policy statement

Approved by:	FGB	**Date:** September 2025
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1 Aims

This policy statement aims to set out our school's arrangements for managing the access of education and training providers to pupils 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

2 Statutory Requirements and Guidance

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

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.

This policy shows how our school complies with these requirements.

3 Pupil Entitlement

All pupils in years 7 to 11 at The Chantry School are entitled to:

- Find out about technical education qualifications and apprenticeship 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
- Understand how to make applications for the full range of academic and technical courses

4 Management of provider access requests

Procedure

The Chantry School requires a 6 week notice period to process applications for access and will endeavour to seek the earliest possible convenience to allow consideration of our internal calendar and appropriate administration and coordination of activities or presentations.

A provider wishing to request access should contact Melanie Palmer, Assistant Headteacher.

Telephone: 01905 887100

Email: mpalmer@chantryschool.com

Opportunities for access

Our provision includes various opportunities for pupils to access a range of events. These are integrated into The Chantry School careers programme and curriculum as well as hosting or attending one off events that provide such opportunities. The integrated events are usually delivered internally, with contribution from external providers where necessary. These events are publicised to parents in our parent bulletin.

The Chantry School employs an independent and impartial careers advisor who works with year 11 pupils to ensure that they are able to make an informed choice about their next steps. The advisor will see all of our year 11 cohort at least once, but where necessary repeat appointments can be made.

	AUTUMN TERM	SPRING TERM	SUMMER TERM
YEAR 7		National Careers Week	Visiting speakers in PSHE lessons
YEAR 8		National Careers Week Visiting speakers in PSHE lessons	1:1 independent careers advice
YEAR 9	Assembly and tutor group opportunities - employability skills	National Careers Week Key Stage 4 options event	
YEAR 10	Assembly and tutor group opportunities - employability skills	National Careers Week	Work experience preparation sessions Work experience
YEAR 11	Assembly/PSHE lessons on opportunities post-16 Post-16 taster sessions Post-16 recruitment drives in our local area	National Careers Week Apprenticeships – support with applications Careers advisor appointments	

Please speak to our Assistant Headteacher to identify the most suitable opportunity for you.

Granting and refusing access

Access to pupils will be granted when:

A 6-week notice period has been given

Organisations understand the importance of flexibility and the constraints within a school day

Safeguarding

Our safeguarding 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

Once visits have been agreed, The Chantry School will provide appropriate facilities for the visit, along with any equipment requested by the provider where it is available.

- Providers should make requests for equipment and venues clear prior to arrival. Visits can be held in the main hall and delivered to a whole year group, or in a classroom to a smaller group.
- Providers are welcome to leave prospectuses or other material for pupils to read at reception for the attention of Melanie Palmer. This material will be placed in the careers section of our library and advertised to pupils.

5 Links to other policies

- Safeguarding policy
- Careers strategy
- Curriculum policy

6 Monitoring arrangements

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

This policy will be reviewed by Melanie Palmer, Assistant Headteacher annually. At every review, the policy will be approved by the governing board.