

# Provider access policy statement for East SILC



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# Contents

|                                                |   |
|------------------------------------------------|---|
| 1. Aims .....                                  | 2 |
| 2. Statutory requirements .....                | 2 |
| 3. Pupil entitlement .....                     | 3 |
| 4. Management of provider access requests..... | 3 |
| 5. Previous providers .....                    | 5 |
| 6. Pupil destinations .....                    | 6 |
| 7. Complaints .....                            | 6 |
| 8. Links to other policies .....               | 6 |
| 9. Monitoring arrangements .....               | 6 |

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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 students 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

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 section 2.1 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.

## 2.1 The 6 encounters schools must offer to all pupils in years 8 to 13

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
- 2 encounters for pupils during the 'third key phase' (year 12 or 13)
  - Pupils can choose to attend
  - Encounters can take place any time during year 12, and between 1 September and 28 February during year 13

Pupils in school will be given access to appropriately tailored knowledge about next step provision through careers interviews, bespoke careers and information fairs, EHCP reviews and visits to and from post-school provision. Providers are welcome to send information around what qualifications, courses and apprenticeships they offer to be shared with learners. We encourage providers to reach out to [Jamie.darby@eastsilc.org](mailto:Jamie.darby@eastsilc.org) to arrange the chance to find a suitable opportunity to meet our learners to share information and respond to questions about their provision.

## 2.2 Meaningful provider encounters

Our school is committed to providing meaningful encounters to all pupils.

We will offer targeted pupil support from a careers leader where support is required to enable a well-matched transition to a new provision. We are committed to ensuring our learners have the opportunity to understand what provision is available to them.

## 3. Pupil entitlement

All pupils in years 8 to 14 at East SILC 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. This will be only applied to learners this is relevant for.
- Hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships, this will be through activities and events such as options events, assemblies and taster events. Again, this will only be applicable to the learners these options are relevant for.
- Understand how to make applications for the full range of academic and technical courses, where appropriate and relevant.

## 4. Management of provider access requests

### 4.1 Procedure

A provider wishing to request access should contact Jamie Darby, Head of School

- Telephone: 01132930236
- Email: [Jamie.darby@eastsilc.org](mailto:Jamie.darby@eastsilc.org)

## 4.2 Opportunities for access

A number of events, integrated into our careers programme, will offer providers an opportunity to come into school to speak to students and/or their parents/carers:

|             | AUTUMN TERM                                                                                                                                | SPRING TERM                                                                                                                                                                                              | SUMMER TERM                                                                                                                                                                                                                                                         |
|-------------|--------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| KEY STAGE 3 | Assemblies<br><br>School visits to workplaces                                                                                              | Assemblies<br><br>Enterprise Days<br><br>School visits to workplaces<br><br>Local Offer Event                                                                                                            | Careers Adviser Assemblies<br><br>Careers Week<br><br>Enterprise Days<br><br>Leeds SEND Careers Fair                                                                                                                                                                |
| KEY STAGE 4 | Assemblies<br><br>Compass House<br><br>School visits to workplaces<br><br>Transition visits for learners moving out of East SILC provision | Assemblies<br><br>Music Festival<br><br>School visits to workplaces<br><br>Meeting with careers adviser<br><br>Transition visits for learners moving out of East SILC provision<br><br>Local Offer Event | Assemblies<br><br>Music Festival<br><br>Careers Week<br><br>Enterprise days<br><br>School visits to workplaces<br><br>Work Experience<br><br>Leeds SEND Careers Fair<br><br>Transition Days<br><br>Transition visits for learners moving out of East SILC provision |
|             | AUTUMN TERM                                                                                                                                | SPRING TERM                                                                                                                                                                                              | SUMMER TERM                                                                                                                                                                                                                                                         |

|             |                                                                  |                                                                  |                                                                  |
|-------------|------------------------------------------------------------------|------------------------------------------------------------------|------------------------------------------------------------------|
| KEY STAGE 5 | Assemblies                                                       | Assemblies                                                       | Assemblies                                                       |
|             | Compass House                                                    | Music Festival                                                   | Music Festival                                                   |
|             | School visits to workplaces                                      | School visits to workplaces                                      | Careers Week                                                     |
|             | Meeting with careers adviser                                     | Work Experience                                                  | Enterprise days                                                  |
|             | Work Experience                                                  | Transition visits for learners moving out of East SILC provision | School visits to workplaces                                      |
|             | Transition visits for learners moving out of East SILC provision | Local Offer Event                                                | Work Experience                                                  |
|             | Alumni visits                                                    | Alumni visits                                                    | Leeds SEND Careers Fair                                          |
|             | NCS week                                                         |                                                                  | Transition Days                                                  |
|             |                                                                  |                                                                  | Transition visits for learners moving out of East SILC provision |

Please speak to Jamie Darby to identify the most suitable opportunity for you.

### 4.3 Granting and refusing access

Access from external providers will be granted when the offer is deemed appropriate and attainable for our learners. Requests may be refused if the offer is not deemed suitable for the needs of our learners.

### 4.4 Safeguarding

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

### 4.5 Premises and facilities

Any potential providers can negotiate with Jamie Darby/ Kofi Mensah to ensure premises and facilities are fit for purpose to allow appropriate access to students. We have a range of facilities that can enable accessibility on all our sites.

## 5. Previous providers

In previous years we have invited the following providers from the local area to speak to our pupils:

- Leeds City College
- Lighthouse Futures Trust
- Bradford College
- Shipley College
- Pinc College

## 6. Pupil destinations

Last year, all of our year 11 pupils remained in East SILC provision at a site best suited to their learning needs.

Last year, our year 14 pupils moved to a range of providers in the local area after school:

- Leeds City College
- Lighthouse Futures Trust
- Camphill Wakefield
- Project Search
- Henshaws
- Swarthmore
- North Dale

## 7. Complaints

Any complaints related to provider access can be raised following the school complaints procedure [[.pdf](#)] or directly with The Careers & Enterprise Company via [provideraccess@careersandenterprise.co.uk](mailto:provideraccess@careersandenterprise.co.uk)

## 8. Links to other policies

- Safeguarding/child protection policy [SECTION 3](#)
- Complaints policy [.pdf](#)

## 9. Monitoring arrangements

The school's arrangements for managing the access of education and training providers to pupils are monitored by Jamie Darby

This policy will be reviewed by Jamie Darby, John Jamieson Head of School, annually.

At every review, the policy will be approved by the governing board.