



**FORT PITT**  
GRAMMAR SCHOOL

# PROVIDER ACCESS POLICY STATEMENT

**Agreed by LGB: October 2024**

**Next Review Date: July 2025**

A **Beyond** ACADEMY  
SCHOOLS TRUST

## 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 students.

This is outlined in section 42B of the [Education Act 1997](#), the [Skills and Post-16 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.



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.

Fort Pitt Grammar School plans to invite external providers in to discuss these routes in line with the careers plan on Page 5.

## **2.2 Meaningful provider encounters**

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

1 encounter is defined as 1 meeting/session between pupils and 1 provider.

Meaningful live online engagement is also an option at our school.

## **3. Student entitlement**

All students in years 8 to 13 at Fort Pitt Grammar 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, e.g. through activities and events such as options events, assemblies and taster events.
- Understand how to make applications for the full range of academic and technical courses.

## **4. Management of provider access requests**

### **4.1 Procedure**

A provider wishing to request access should contact Sally Doran, Deputy Headteacher.

Telephone: 01634842359

Email: [sdoran@fortpitt.medway.sch.uk](mailto:sdoran@fortpitt.medway.sch.uk)

### **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
YEAR 8		Careers Week – March Science Week – March Technical Education	Futures Focus Day – STEM
YEAR 9		Careers Week Activities GCSE Options Process – Pathways	<b>No encounters – encounters must have taken place by 28 February</b>
YEAR 10	Meetings with careers adviser Y10 Information Evening	Careers Week National Apprenticeship Week Pathways Information Assembly – Apprenticeships University Talk	External Speakers – Technical Education Work experience
YEAR 11	Post 16 Transition Assembly Post 16 Transition Talks Post 16 Transition Focus Day	Careers Week National Apprenticeship Week Post-16 interviews Apprenticeships – support with applications University Talk	<b>No encounters – encounters must have taken place by 28 February</b> Confirmation of post-16 education and training destinations for all pupils
YEAR 12	UCAS Fayre Post-18 assembly – apprenticeships Personal Development Sessions	Careers Week National Apprenticeship Week Employer Encounters Offer of Personal Guidance interviews Work experience assembly	Work experience
YEAR 13	Post-18 assembly – with higher and degree apprenticeship providers Workshops – HE and higher apprenticeship applications Personal Development Sessions	Careers Week National Apprenticeship Week	<b>No encounters – encounters must have taken place by 28 February</b> Confirmation of post-18 education and training destinations for all pupils

Please speak to our Careers Leader to identify the most suitable opportunity for you. These events will run in line with any measures related to public health incidents, including COVID-19.



### 4.3 Granting and refusing access

The school reserves the right to refuse requests if:

- Such requests are deemed to adversely affect the progress of students such as in the lead up to examinations.
- Where we cannot reasonably facilitate such a request due to shortage of facilities as a result of another activity/event.
- If reasonable time is not given to enable us to organise the activity/event appropriately.

### 4.4 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.

### 4.5 Premises and facilities

The school will make the main hall, classrooms or private 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. This will all be discussed and agreed in advance of the visit with the Careers Leader or a member of their team.

## 5. Destinations

While the majority of students in Y11 choose to stay at Fort Pitt for their Sixth Form provision, some do leave and attend other local Sixth Forms or local colleges.

The majority of Y13 students move onto University but an increasing number (10%) start apprenticeships (including Degree Apprenticeships) or move into the world of work.

## 6. Complaints

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

## 7. Links to other policies

- Safeguarding/child protection policy
- Careers guidance policy
- Complaints policy

## 8. Monitoring arrangements

The school's arrangements for managing the access of education and training providers to students are monitored by Sally Doran DHT

This policy will be reviewed annually.

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

