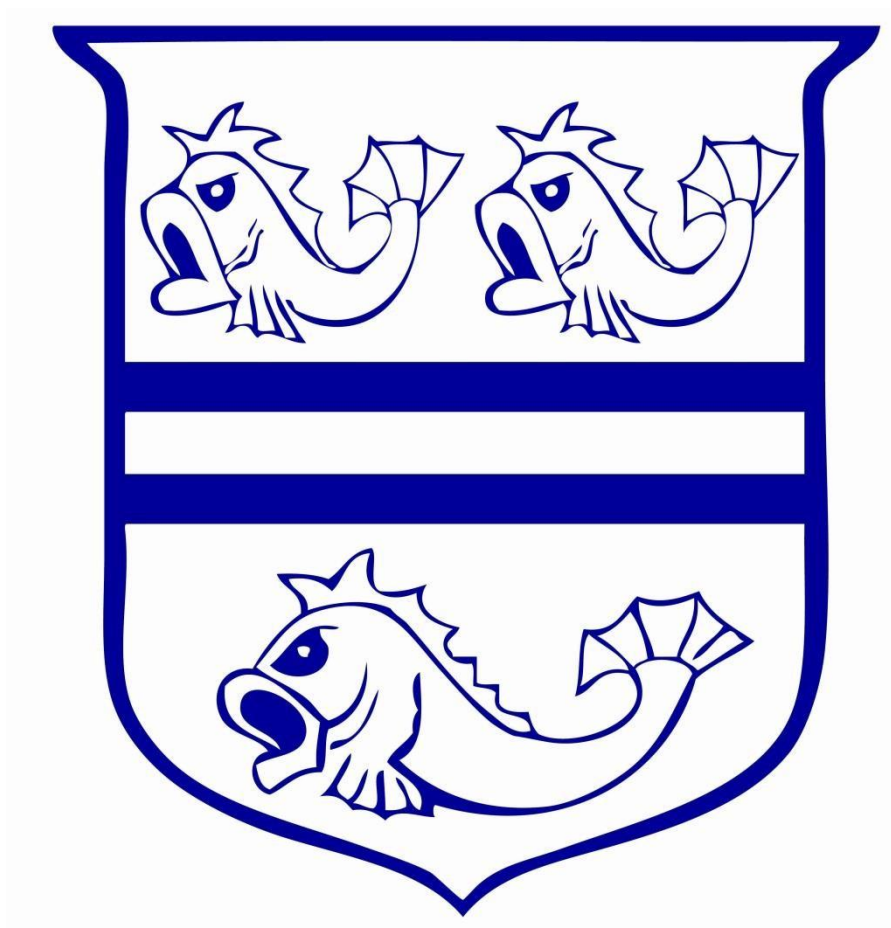


Sir John Leman High School



Provider Access Policy

Reviewed: October 2026
Next Review: October 2027
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Version 6

Sir John Leman High School Provider Access Policy

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Introduction

This policy statement sets out the school's arrangement for managing the access of providers to students at the school for the purpose of giving them information about the provider's education or training offer. This complies with the school's legal obligations under section 42B of the Education Act 1997 and is reviewed with guidance from *Careers guidance and access for education and training providers* (<https://www.gov.uk/government/publications/careers-guidance-provision-for-young-people-in-schools>)

Student entitlement

All students in Year 8-13 are entitled:

- To find out about technical education qualifications and apprenticeship opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point.
- To hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships - through options events, assemblies and groups discussions or taster events.
- To understand how to make applications for the full range of academic and technical courses.
- To experience at least six meaningful encounters across this timeframe (two in Years 8/9, two in Years 10/11, two in Years 12/13)

Management of Provider Access Requests

Procedure

A provider wishing to request access should contact Ms S Hartshorn, Headteacher, on 01502 713223 or at XSLH@sirjohnleman.co.uk

This request can then be processed by the Lead for PSHEE and Careers – Mr Woodard, and Careers Advisor, Ms Lathrope at careers@sirjohnleman.co.uk

Opportunities for access

To comply with our legal obligations to provide at least six provider encounters, several events, integrated into the school careers programme, will offer providers an opportunity to come in to school to speak to students and/or their parents/ carers, for example:

- Year 7: Assembly opportunities and PSHEE Drop Down sessions (year-round), Safety Day, and STEM fair (summer term)
- Year 8: Assembly opportunities and PSHEE Drop Down sessions (year-round), STEM fair (summer term)

- Year 9: 'Your Future' Information Session (drop down carousel), and Evening GCSE Options Event (spring term), Assemblies (year-round), Enterprise Days
- Year 10 and Year 11: Pathways Evening (autumn term) and Careers Information Sessions (drop down carousel, autumn term), Assemblies (year-round), Mock Interviews
- Year 12: Careers and HE day (summer term), Y12 Work Experience Prep Session, Assemblies (year-round)
- Year 13: Assembly opportunities

All events are subject to change, as opportunities and operational changes occur.

This plan is to support our commitment to providing:

- Two encounters for learners during the 'first key phase' (Year 8 or 9) that are mandatory for all learners to attend, to take place any time during Year 8 or between 1 September and 28 February during Year 9.
- Two encounters for learners during the 'second key phase' (Year 10 or 11) that are mandatory for all learners to attend, to take place any time during Year 10 or between 1 September and 28 February during Year 11.
- Two encounters for learners during the 'third key phase' (Year 12 or 13) that are mandatory for the school to put on but optional for learners to attend, to take place any time during Year 12 or between 1 September and 28 February during Year 13
- These six encounters are to be timed to inform consideration of post-14, post-16 and post-18 options and progression to the next stage of education or training.

Premises and facilities

The school will make the assembly hall spaces or classrooms available for discussions between 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 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 at the careers resource centre managed by the school librarian. The learning resource centre is available to all students at lunch and break times.

Provider Content

Schools and providers should work together, and schools must ask each provider to provide information to pupils that, as a minimum, includes:

- information about the provider and the approved technical education qualifications or apprenticeships that the provider offers,

- information about the careers to which those technical education qualifications or apprenticeships might lead,
- a description of what learning or training with the provider is like,
- responses to questions from the pupils about the provider or approved technical education qualifications and apprenticeships.

Previous Providers

- East Coast College – Post-16 courses, including Apprenticeships,
- East Norfolk 6th Form College – Post-16 courser, including T Levels
- Berry Global – local employer and training provider
- Army
- RAF
- Sir John Leman 6th Form
- Access Creative College
- Access Sport College
- Apprenticeships Suffolk
- East Coast Community Healthcare
- EDF Energy
- James Paget University Hospital
- Lovewell Blake
- Suffolk New College
- Suffolk Police
- University of Suffolk

Safeguarding

Providers will be required to comply with the relevant school policies during their visit, including, but not limited to, the KST School Safeguarding Policy (<https://www.sirjohnleman.co.uk/Policies/>)

Complaints

Any complaints with regards to provider access can be raised following the school complaints procedure or directly with The Careers & Enterprise Company via provideraccess@careersandenterprise.co.uk

Approval and Review

Approved by Local Governing Body [date]

Next review [date]

Signed chair of local Governing Body:

Signed Headteacher: