



# HIGHDOWN SCHOOL AND SIXTH FORM CENTRE

## Policy statement on Provider Access

### 1. Introduction

From 2 January 2018, schools and academies must provide technical education and apprenticeship providers with access to talk to students in Years 8 to 13. This policy statement sets out the academy's arrangements for managing the access of providers to students at Highdown School and Sixth Form Centre for the purposes of giving them information about the provider's education or training offer. This complies with the academy's legal obligations under Section 42B of the Education Act 1997, as amended by the Technical and Further Education Act 2017.

### 2. Student entitlement

Students in years 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 evenings, assemblies and group discussions and taster events
- to understand how to make applications for the full range of academic and technical courses

### 3. Management of provider access requests

#### (a) Procedure

A provider wishing to request access should contact Dr S Capaldi [Assistant Headteacher, Culture and Attitude], Telephone: 0118 501 9800; Email: [office@highdown.reading.sch.uk](mailto:office@highdown.reading.sch.uk). Please use this contact to identify the most suitable opportunity for you.

#### (b) Opportunities for access

All students may have opportunities to hear from providers of post-14, post-16 and post-18 options at, and leading up to, important transition points:

- At 14: studio schools, university technical colleges, further education colleges, in relation to any opportunities for 14-year-old enrolment
- At 16: apprenticeship providers, further education colleges, sixth form colleges, work-based training providers
- At 18: apprenticeship providers, higher education providers

A number of events, integrated into the academy careers programme, will offer providers an opportunity to visit Highdown School and Sixth Form Centre to speak to students and/or their parents/carers:

	Autumn Term	Spring Term	Summer Term
<b>Year 8</b>	<ul style="list-style-type: none"> <li>• BLD1 Careers event</li> <li>• Y8 Subject Evening</li> </ul>		<ul style="list-style-type: none"> <li>• Parent Careers Workshop</li> </ul>
<b>Year 9</b>	<ul style="list-style-type: none"> <li>• BLD1 Careers event</li> </ul>	<ul style="list-style-type: none"> <li>• Y9 Subject Evening</li> </ul>	<ul style="list-style-type: none"> <li>• Parent Careers Workshop</li> </ul>
<b>Year 10</b>	<ul style="list-style-type: none"> <li>• BLD1 Careers event</li> </ul>	<ul style="list-style-type: none"> <li>• Y10 Subject Evening</li> </ul>	<ul style="list-style-type: none"> <li>• ‘Sixth Form Unwrapped’ event</li> <li>• BLD3 Apprenticeship Event</li> </ul>
<b>Year 11</b>	<ul style="list-style-type: none"> <li>• Life post-16 assemblies</li> <li>• BLD1 Careers event</li> <li>• Study Skills meeting</li> </ul>	<ul style="list-style-type: none"> <li>• Sixth Form Open Evening</li> <li>• Y11 Subject Evening</li> </ul>	
<b>Year 12</b>	<ul style="list-style-type: none"> <li>• BLD1 Careers event</li> <li>• Y12 Mentor Evening</li> </ul>	<ul style="list-style-type: none"> <li>• Y12 L3 WEX preparation / organisation</li> <li>• BTEC L1/2 WEX preparation/organisation</li> <li>• Y12 Subject Evening</li> </ul>	<ul style="list-style-type: none"> <li>• BLD3 Apprenticeship Event</li> </ul>
<b>Year 13</b>	<ul style="list-style-type: none"> <li>• BLD1 Careers event</li> <li>• HE and UCAS meeting</li> <li>• Y13 Subject Evening</li> <li>• Assemblies / Mentor Period sessions on post-18 options</li> </ul>		

The academy’s policy on safeguarding and child protection found [here](#) sets out the academy’s approach to allowing providers into academy as visitors to talk to our students.

**(c) Premises and facilities**

Highdown School and Sixth Form Centre will make the main hall, classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. The academy 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 designated member of staff indicated above, or a delegated member of staff.

Providers are welcome to leave a copy of their prospectus or other relevant course literature in the Careers Office, which is managed by the Careers Advisor. The Careers Office is available to all students through appointments with our Advisor during the working day.

**4. Approval and review**

Originally approved December 2017 by Governors at Teaching and Learning Committee.

Next review: September 2020



Signed: Arttu Rajantie [Interim Chair of Governors]

Rachel Cave [Head teacher]