



Notre Dame High School

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Provider Access Policy Statement 2026-2027

Policy Name	Provider Access Policy Statement
Status	Live
Policy Author	Mr T. Day (Careers Lead)
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Approved by	Local Academy Committee
To be read alongside	Safeguarding and Child Protection Policy Careers Guidance Policy Complaints Policy

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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

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

The core encounters provided to students form an integral part of our assembly programme. Prior to the assembly, students are given key information about the visitor so that they are able to prepare questions that they may have. Technical education and training providers are also invited to our yearly careers fair where students have the opportunity to obtain key information regarding this route.

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. Pupil entitlement

All pupils in years 8 to 13 at Notre Dame 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, through activities and events such as options events, assemblies and both online and in person live careers talks.
- 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 **Mr T. Day, Head of Careers & PSHE.**

Telephone: 0114 230 2536

Email: tday@notredame-high.co.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	Parent information evening Assembly Lunch time careers talks	GCSE option evening GCSE options taster sessions National apprenticeship week assembly National careers week assembly Lunch time careers talks	Assembly Careers fair Enrichment day workshops Lunch time careers drop in
YEAR 9	Parent Information Evening T Level/ Employer assembly Assembly and tutor group opportunities – employability skills Lunch time careers talks	National apprenticeship week assembly National careers week assembly Lunch time careers talks	No encounters – encounters must have taken place by 28 February
YEAR 10	Information evening Post 16 options assembly work experience preparation sessions Assembly and tutor group opportunities – employability skills Lunch time careers talks	National apprenticeship week assembly National careers week assembly Lunch time careers talks	Work experience preparation sessions Work experience Y10 careers lessons – employability skills Lunch time careers talks
YEAR 11	Information evening Post 16 taster sessions Post-16 assemblies Tutor sessions Lunch time careers talks	Mock interviews National apprenticeship week Apprenticeships – support with applications Lunch time careers talks	No encounters – encounters must have taken place by 28 February Confirmation of post-16 education and training destinations for all pupils Lunch time careers talks
YEAR 12	Lunchtime careers talks Work experience preparation Curriculum lessons	Lunchtime careers talks National apprenticeship week Curriculum lessons	Enrichment day Work experience Lunchtime careers talks Careers Fair – post 18 providers Curriculum lessons

	AUTUMN TERM	SPRING TERM	SUMMER TERM
YEAR 13	Post-18 assembly Workshops – HE and higher apprenticeship applications Curriculum lessons	Assembly and small group opportunities – employability skills	No encounters – encounters must have taken place by 28 February Confirmation of post-18 education and training destinations for all pupils

Please speak to our Careers Lead – Mr T. Day to identify the most suitable opportunity for you.

4.3 Granting and refusing access

Each year a range of opportunities are available for you to support our students; these include but are not limited to:

- Assemblies
- Lunchtime careers talks
- Work experience
- Mock interviews
- Yearly careers fair
- Parent information evenings
- In lesson talks

Notre Dame High School reserves the right to decline requests. This may be for (but not limited to) the reasons outlined below:

- Insufficient notice, or a clash with another school event
- Concerns regarding the quality or suitability of the provision
- If the attendance of the provider would provide an imbalanced view of the provision available
- If the provision is not applicable or relevant to an event

If a request is declined, the Senior Leader with responsibility for careers would contact the provider informing them of this decision and the reason why. If a provider wishes to appeal the decision, they may contact the Headteacher.

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 endeavour to 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. Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Open Learning Centre, which is managed by the school librarian. The OLC is available to all students at lunch and break times.

5. Previous providers

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

- GXO logistics
- etiCloud limited
- Willmott Dixon
- Aviva
- Actus
- Quality Freight Services
- Mosdorfer Rail
- The Biochemical Society
- The Royal Society of Chemistry
- Barnsley College
- Thomas Rotherham College
- Sheffield College
- Learning Curve Group
- Sheffield Hallam University
- The University of Sheffield
- AMRC
- Sheffield teaching hospitals
- Volker Rail

6. Pupil destinations

Last year, our Year 11 pupils moved to a range of providers in the local area after School including:

- Notre Dame High School Sixth Form
- All Saints Catholic High School Sixth Form
- Silverdale Sixth Form
- High Storrs Sixth Form
- Tapton Sixth Form
- King Edward VII Sixth Form
- Sheffield College
- Longley Park Sixth Form College
- Barnsley College
- Learning Curve Hair & Beauty
- CAPA College

- Doncaster Equestrian College
- UTC Sheffield

Last year, our year 13 pupils moved to a range of providers in the local area after School including:

- Higher Education
- Apprenticeship
- Employment
- Gap year

Further details on the destinations of our school leavers are available on our school website

7. Complaints

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

8. Links to other policies

This policy links to other policies available to view on our website such as:

- Safeguarding and child protection policy
- Careers guidance policy
- Complaints Policy

9. Monitoring arrangements

The school's arrangements for managing the access of education and training providers to pupils are monitored by Mr T. Day – Head of Careers and PSHE and is reviewed annually. At every review, the policy will be approved by the governing board.