

*'Where a love of learning grows'*



**Birch Wood  
School**



**Birch Wood  
Vale School**



**Birch Wood  
Autism Provision**

# Provider Access Policy

**School Name:** Birch Wood School

**Policy owner:** Rosalind Hopkins

**Date Ratified by Chair of Governors:** October 2023

**Next Review Date:** August 2024

This policy will be monitored and reviewed on an annual basis, to ensure that current legislation and best practice is recorded.

## Introduction

This policy statement sets out the school's arrangements for managing the access of providers to 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.

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## Pupil entitlement

All pupils in years 8 to 13 are entitled:

- to find out about technical education qualifications and apprenticeships 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, group discussions and taster events;
- to understand how to make applications for the full range of academic and technical courses.

**For pupils of compulsory school age these encounters are mandatory and there will be a minimum of two encounters for pupils during the 'first key phase' (year 8 to 9) and two encounters for pupils during the 'second key phase' (year 10 to 11).**

**For pupils in the 'third key phase' (year 12 to 13), particularly those that have not yet decided on their next steps, there are two more provider encounters available during this period, which are optional for pupils to attend.**

These provider encounters will be scheduled during the main school hours and the provider will be given a reasonable amount of time to, as a minimum:

- share information about both the provider and the approved technical education qualification and apprenticeships that the provider offers;
  - explain what career routes those options could lead to;
  - provide insights into what it might be like to learn or train with that provider (including the opportunity to meet staff and pupils from the provider); and
  - answer questions from pupils.
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## Meaningful provider encounters

One encounter is defined as one meeting/session between pupils and one provider. We are committed to providing meaningful encounters to all pupils using the "Making it meaningful" checklist.

Meaningful online engagement is also an option, and we are open to providers that are able to provide live online engagement with our pupils.

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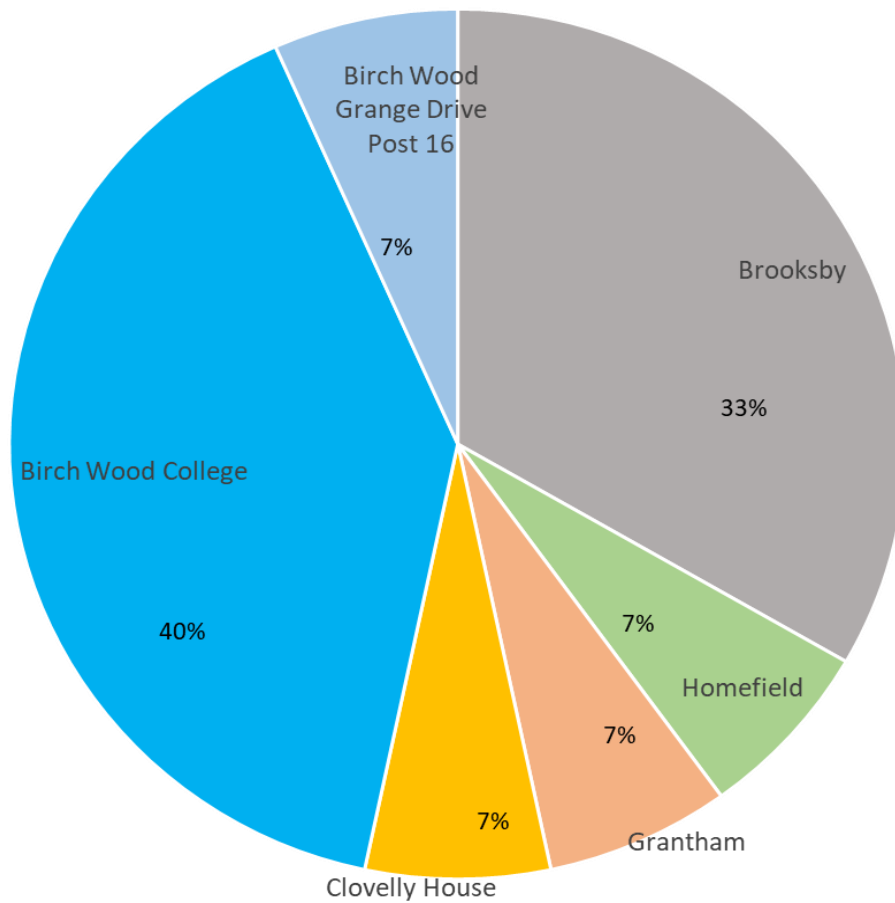
## Previous providers

In previous terms/years we have invited the following providers from the local area to speak to our pupils and parents at our transition evening in October:

- Stephenson Melton Brooksby College
  - Homefield College
  - Loughborough College
  - Sense College
  - Grantham College
  - WHM Work Connections
  - Ask Apprenticeships
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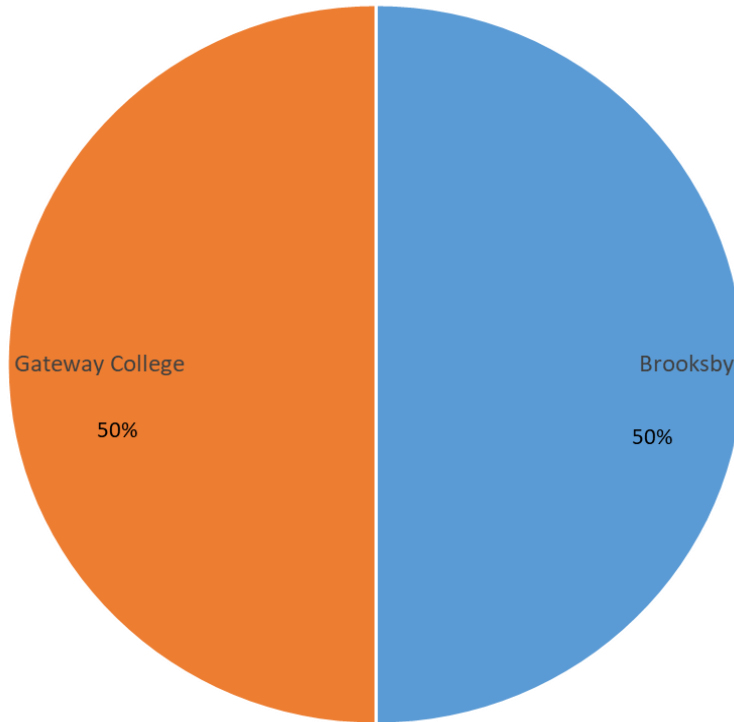
## Destinations of our pupils

Last year our year 11 pupils moved to range of providers in the local area after school:



### Year 11 Leavers 2023

Last year our year 13 pupils moved to range of providers in the local area after school:



Year 13 Leavers 2023

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## Management of provider access requests

### Procedure

A provider wishing to request access should contact Tom Smith, Head of School, Birch Wood Vale  
email: [smitht@birchwoodschoo.co.uk](mailto:smitht@birchwoodschoo.co.uk)

Telephone: 01664 483340

The school reserves the right to decline requests for a number of reasons, including (but not restricted to) the following:

- if such attendance would provide an imbalanced view of available provision (e.g. several apprenticeship providers at an event and no colleges);
- if the provider's input would not be relevant to a particular event if the request is not timely (e.g. students have already heard from similar providers during the year, or if they are involved in end of year exams);
- if the information is not seen to be in the best interest of pupils or there are concerns about the ethics or quality of the provision. In such cases, Head of School or the Careers Leader would inform the provider of this decision and the reason why. If the provider wishes to appeal this decision, they can contact the Head of School. If the provider wishes to appeal the decision received from the Head of School, they should contact the Chair of Governors at the school.

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## Opportunities for access

The school offers the six provider encounters required by law (marked below in bold text) and a number of additional events, integrated into the school careers programme. We will offer providers an opportunity to come into school to speak to pupils or their parents or carers.

Please speak to our Careers Leader to identify the most suitable opportunity for you.

**Two encounters for pupils during the ‘first key phase’ (years 8 and 9) that are mandatory for all pupils to attend.**

1. Year 8 – [Assembly in May/Summer Term] with a provider of approved technical education qualifications and/or apprenticeships – (Exact date to be agreed with provider) – [Assembly times: 2.55pm -3.20pm]
2. Year 9 – [Assembly in March/Spring Term] with a provider of approved technical education qualifications and/or apprenticeships – (Exact date to be agreed with provider) – [Assembly times: 2.55pmm-3.20pm]

**Two encounters for pupils during the ‘second key phase’ (years 10 or 11) that are mandatory for all pupils to attend.**

3. Year 10 – [Assembly in March /Winter Term] with a provider of approved technical education qualifications and/or apprenticeships – (Exact date to be agreed with provider) – [Assembly times: 2.55pm-3.20pm]
4. Year 11 – [Assembly in December/Autumn Term] with a provider of approved technical education qualifications and/or apprenticeships – (Exact date to be agreed with provider) – [Assembly times: 2.55pmm-3.20pm]

**Two encounters for pupils during the ‘third key phase’ (years 12 and 13) that are mandatory for the school to provide but optional for pupils to attend.**

5. Year 12 – [Assembly in January/Winter Term] with a provider of approved technical education qualifications and/or apprenticeships – (Exact date to be agreed with provider) – [Assembly times: 2.55pm-3.20pmm]
6. Year 13 – [Assembly in February/Winter Term] with a provider of approved technical education qualifications and/or apprenticeships – (Exact date to be agreed with provider) – [Assembly times: 2.55pm-3.20pm]

In addition to the mandatory encounters, we will offer providers further opportunities to come into school to speak to pupils or their parents/carers.

Opportunities include:

1. Transition evening in October 12<sup>th</sup> October 4.30pm to 6.30pm
2. Assembly Slots 2.55pm to 3.20pm
3. Apprenticeship Workshops Year 8-13 at an appropriate time in their curriculum
4. Lunch Time Career Talks 1.40 to 2.10
5. In School Workshops available for Year 8-13 at an appropriate time in their curriculum

The school’s policy on safeguarding [Safeguarding & Child Protection Policy July 2023.docx](#) sets out the school’s approach to allowing providers into school as visitors to talk to our students.

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## **Premises and facilities**

The school will make the main hall, classrooms or private meeting rooms available for discussions between the provider and pupils, 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.

Meaningful online engagement is also an option and we are open to providers that are able to provide live online engagement with our pupils.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at Birch Wood School.

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## **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](mailto:provideraccess@careersandenterprise.co.uk).