



Provider Access Policy

Lead Person:	Andrew Lloyd
Governing Body Committee:	
Required by:	Governing Body
Review:	Annually

Introduction

This policy statement sets out the school's arrangements for managing the process of access to learners at The Crypt School for the purpose of giving them information about their education or training offer. This complies with the school's legal obligations under Section 42B of the Education Act 1997 and supports both our Careers education and Guidance Policy and our Learner Careers Entitlement.

Pupil entitlement

All pupils in years 8-13 are entitled to:

- a careers programme which provides information on the full range of education and training options available at each transition point including technical education qualifications and apprenticeships,
- hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships. This may include options events, assemblies, group discussions and taster events.
- understand how to make applications for the full range of academic and technical courses.

Management of provider access requests procedure

A provider wishing to request access should in the first instance contact Eileen Price, Sixth Form Administrator, by telephone on 01452 530241 or email at EPrice@crypt.gloucs.sch.uk. All requests will receive full consideration in consultation with our nominated Careers Leader, Andrew Lloyd, and approved by senior leadership team. If unable to meet a specific request, the school will provide a reasoned explanation and seek to offer an alternative suggestion.

Premises and facilities

The school will consider facilities most appropriate for use which will more usually include the main hall, dining room, classrooms, entrance/reception area, sixth form common room and other spaces with regular student traffic deemed suitable. Individual discussions with students will be considered in spaces fit for purpose with due regard to consent and safeguarding arrangements if considered appropriate and requested by students. The school will also make available AV and other specialist equipment to support presentations. Facility requests will be discussed and agreed in advance of visits with the Sixth Form Administrator or Careers Leader. Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Learning Resource Centre, which is managed by the school librarian. The Learning Resource Centre is available to all students at lunch and break times.

Please find below an indication of activities within our Careers programme that may provide access opportunities to our learners although these may be subject to alteration. With appropriate notice other opportunities may also be explored such as regular whole year and key stage assemblies, parents evening, etc.

Year Group	Autumn Term	Spring Term	Summer Term
8	Careers lessons	Careers Fair	
9		Careers Fair Careers lessons GCSE Options Evening	
10		Careers Fair Careers lessons Business breakfast	
11	Careers lessons Post 16 Options Evening	Business breakfast Mock interviews A level tasters Careers Fair	Mock interviews
12	Intro to CEIAG online resources	Careers Fair Personal Statements talk	Enrichment Talks HE/18 plus Evening
13	UCAS & post 18 talks Mock interviews Student Finance talk	Careers Fair CV workshops	

Reviewed: April 2018

Approved by Governors: May 2018

Next Review : April 2019