



# King Edward VI Grammar School

<b>Document Name</b>	Provider Access Policy		
<b>Publication Date</b>	August 2025		
<b>Filename &amp; Path</b>			
<b>Status</b>	Pending Approval	<b>Approved by</b>	Trust Board
<b>Date</b>	September 2025	<b>Review Date</b>	August 2026
<b>Distribution</b>	Website		

**The version of this document contained in the Policies Folder in the Staff Sharepoint is the only version that is maintained.**

Any printed copies should therefore be viewed as “uncontrolled” and as such may not necessarily contain the latest updates and amendments

<b>Version</b>	<b>Date</b>	<b>Comments</b>	<b>Author</b>
2	31/08/2025	New / revised policy	B Craig

<b>Signed</b>		<b>Date</b>
<b>Headteacher</b>		
<b>Chair of Trust Board</b>		

## Introduction

This policy sets out the school's arrangements for managing the access of further, higher education and training providers to pupils at the school, for the purpose of giving them information about their education or training offer. This complies with the school's legal obligations under Section 45A of the Education Act 1997.

## Pupil Entitlement

All pupils in Year 7 to Year 13 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;
- understand how to make applications for the full range of academic and technical courses.

As part of the statutory guidance, updated in January 2023, schools must provide learners with a minimum of six encounters with providers of approved technical education qualifications and apprenticeships during the following key phases:

- Two encounters for pupils during the 'first key phase' (Year 8 or Year 9) that all pupils must attend, which take place anytime during Year 8 or between 1 September and 28 February during Year 9
- Two encounters for pupils during the 'second key phase' (Year 10 or Year 11) that all pupils must attend, to take place anytime during Year 10 or between 1 September and 28 February during Year 11
- Two encounters for pupils during the 'third key phase' (Year 12 or Year 13) that are mandatory for the school to put on *but optional for pupils to attend*, to take place anytime during Year 12 or between 1 September and 28 February during Year 13

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 or 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);
- Respond to questions from pupils about the provider or approved technical education qualifications and apprenticeships.

## **Management of provider access requests**

### **Procedure**

A provider wishing to request access should contact Becky Craig, Careers & Future U Coordinator on:  
Email:

[Becky.craig@kevigs.lincs.sch.uk](mailto:Becky.craig@kevigs.lincs.sch.uk)

Tel: 01507 600456 ext. 254

### **Opportunities for access**

A number of events, integrated into the school's Future U programme, will offer providers the opportunity to come into school to speak to pupils and/or their parents/carers:

- Assemblies
- Subject specific lessons
- On site open evenings
- Future U Fair
- Wellness/Career Sessions for Sixth Form
- RSHE Lessons for Y7-Y11

### **Granting and refusing access**

Please speak to Becky Craig to identify the most suitable opportunity for you. The school's Child Protection and Safeguarding Policy sets out the schools' approach to allowing providers into school as visitors to talk to our students.

### **Safeguarding**

Our Child Protection and Safeguarding Policy outlines the school's procedure for checking the identity and suitability of visitors. All providers will be expected to adhere to this policy.

### **Premises and facilities**

The school will endeavour to make Edward Street Hall, Newton 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 where possible, IT equipment, projectors, and other specialist equipment to support the provider presentations. This will be discussed and agreed in advance of the visit with the Careers & Future U Coordinator where possible.

Providers are welcome to leave copies of their prospectuses or other relevant course literature at the main reception and marked for the attention of the Careers & Future U Coordinator.

### **Links to other Policies**

This policy should be read in conjunction with the:

- Child Protection and Safeguarding Policy
- Accessibility Plan
- Careers Policy