



# Provider Access Policy

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<b>Title</b>	<b>Provider Access Policy</b>
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<b>Supersedes</b>	<b>July 2021</b>
<b>Purpose of the policy</b>	<p>The purpose of this policy is to:</p> <p>Set out Manchester Hospital School's arrangements for managing the access of providers to students at the school</p> <p>Set out procedures in relation to requests for access</p>
<b>Related policies/guidance</b>	<p>This policy links with a number of other policies, including:</p> <p>MHS Careers Education, Information, Advice and Guidance Policy</p> <p>MHS Equality and Inclusion Policy</p> <p>Careers guidance and access for education and training providers. Statutory guidance for schools and guidance for further education colleges and sixth form colleges. January 2023</p>
<b>Review</b>	<b>January 2025</b>
<b>Author</b>	<b>Joe Warmington</b>
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Under the Public Sector Equality Duty, Manchester Hospital School has due regard to the need to eliminate discrimination, harassment and victimisation and any other conduct prohibited by the Equality Act 2010; to advance equality of opportunity between those who share a relevant protected characteristic and those who do not share it and to foster good relations across all protected characteristics. Manchester Hospital School will take into account equality considerations when policies are being developed, adopted and implemented.

Manchester Hospital School serves the needs of a very large and diverse range of children, young people and their families at times when they are extremely vulnerable. Our core purpose as a school is to uphold the child's right to Education and our policies and procedures are necessary to keep staff and children safe . We acknowledge that our students are often living with a range of very complex medical conditions including mental ill health and therefore we keep the needs of the student at the heart of all decisions. We will , therefore, work within the parameters of all statutory policies whilst seeking to understand and support the child's long term education and health needs.

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## 1.0 Introduction

This policy statement sets out Manchester Hospital School's arrangements for managing the access of providers to students at the school for the purpose of giving them information about the provider's education or training offer. It sets out procedures in relation to requests for access. It provides the grounds for granting and refusing requests for access. The policy provides details of premises or facilities to a person who is given access.



## 2.0 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 also have a policy statement that outlines the circumstances in which education and training providers will be given access to these students. This is outlined in section 42B of the Education Act 1997. This policy shows how our school complies with these requirements.

## 3.0 Student entitlement

All students in years 8-13 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
- hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships - through options events, assemblies and group discussions and taster events
- understand how to make applications for the full range of academic and technical courses and for employment

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



students 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 students 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)
- answer questions from pupils.



## 4.0 Management of provider access requests

### 4.1 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.

### 4.2 Procedure

The school offers the six provider encounters required by law (marked 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.

A provider wishing to request access should contact Catherine Charnock, School Business Director or Joe Warmington, Careers Leader.

Telephone: 0161 5092368 Email: [admin@hospitalschool.manchester.sch.uk](mailto:admin@hospitalschool.manchester.sch.uk)

For opportunities to access events, integrated into the school careers programme, we 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	<p>Assembly/ Careers Fair / Opportunities for visits from appropriate employers/training providers linked to specific curriculum areas</p> <p><b>Event for University/Technical College</b></p>	<p>Assembly/ Careers Fair / opportunities employer event for pupils, parents - market stall event giving overview of local, regional and national opportunities and skills requirement</p>	<p>Assembly/ Opportunities for visits from appropriate employers/training providers linked to specific curriculum areas</p>
Year 9	<p>Assembly/ Careers Fair / Opportunities for visits from appropriate employers/training providers linked to specific curriculum areas</p> <p>Meeting with careers adviser</p>	<p><b>KS4 options - college and apprenticeship provider will attend the careers fair and give information to pupils</b></p>	<p>No encounters - legislation requires encounters to take place by 28 February if in year 9</p>
Year 10	<p><b>Post 16 technical education options assembly with General Further Education College</b></p>	<p>Assembly/ Careers Fair / Opportunities for visits from appropriate employers/training providers linked to specific curriculum areas</p>	<p>Technical/vocational tasters at local college/s, training providers</p>
Year 11	<p>Post 16 provider open evenings. <b>Post 16 apprenticeships assembly</b> Meetings with careers adviser Post 16 applications</p>	<p>Post-16 interviews</p>	<p>No encounters - legislation requires encounters to take place by 28 February if in year 11 Confirmation of post-16 education and training destinations for all pupils</p>
Year 12	<p>Assembly/ Careers Fair / Opportunities for visits from appropriate employers/training providers linked to specific curriculum areas</p> <p><b>Higher Education A variety of HE providers including</b></p>	<p>Assembly/ Careers Fair / Opportunities for visits from appropriate employers/training providers linked to specific curriculum areas</p>	<p>Assembly/ Opportunities for visits from appropriate employers/training providers linked to specific curriculum areas</p> <p>Technical/vocational tasters at local college/s, training providers</p>



	local Further Education colleges invited to the carers fair.		
Year 13	Post 18 assembly - with higher and degree apprenticeship providers Workshops - HE and higher apprenticeship applications	Meetings with careers adviser	No encounters - legislation requires encounters to take place by 28 February if in year 13 Confirmation of post-18 education and training destinations for all pupils

Please contact our Careers Leader, Joe Warmington [j.warmington@hospitalschool.manchester.sch.uk](mailto:j.warmington@hospitalschool.manchester.sch.uk) to identify the most suitable opportunity for you.

### 4.3 Granting and refusing access

We will consider all requests to access students from providers. Access will always be granted during the events and times highlighted above.

Access may be refused during:

- Pre-Public Examinations (Mock Exams)
- GCSE Examinations
- School Holidays
- Public Holidays

Please contact our Careers Leader, Joe Warmington [j.warmington@hospitalschool.manchester.sch.uk](mailto:j.warmington@hospitalschool.manchester.sch.uk) for further clarification.

### 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. Manchester Hospital Schools safeguarding/child protection policy can be found on the school website. For further clarification on our safeguarding/child protection policy please get in contact with Catherine Charnock, School Business Director Telephone: 0161 701 0684 Email: [admin@hospitalschool.manchester.sch.uk](mailto:admin@hospitalschool.manchester.sch.uk)



## 4.5 Premises and facilities

The school will 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 School Business Director.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at front reception of Leo Kelly School. These resources will be stored in the common room, library and careers room and will be available to all students at lunch and break times.

## 4.5 Destination data

The table below can be found on our school website. The table shows the percentage of students continuing to a sustained education, apprenticeship or employment destination for year 11 leavers.

**\*N.B. This data may be displayed on the website in a graph format.**

2022 - 2023 Year 11 leavers	Next destination
	Apprenticeship
	Employment
	Engagement program to support access to employment or education (NEET)
	Further Education
	Other education provider

## 4.6 Previous Providers

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

- [stats on providers]



**Manchester**  
Hospital School

## 5.0 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)