



**Mayflower**  
**High School**

**PROVIDER ACCESS  
POLICY STATEMENT  
5 DECEMBER 2024**

# DOCUMENT CONTROL SHEET

<b>Policy</b>	<b>Amendment</b>	<b>Staff Member</b>	<b>Committee/Date</b>	<b>FGB Approved</b>	<b>Review Due</b>
Provider Access Policy Statement	New Policy from The Key	AHT Head of 6th Form			December 2025

## Contents

1	Aims	3
2	Statutory Requirements	3
3	Pupil Entitlement	5
4	Management of Provider Access Requests	5
5	Previous Providers	8
6	Pupil Destinations	9
7	Complaints	9
8	Links to Other Policies	9
9	Monitoring Arrangements	9

# 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

Mayflower High School therefore will provide the following:

- A minimum of two compulsory encounters for pupils of Year 8 and 9 before 28 February of Year 9
- A minimum of two compulsory encounters for pupils of Year 10 and 11 before 28 February of Year 11
- A minimum of two elective encounters for pupils of Year 12 and 9 before 13 February of Year 13

## **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 Mayflower High School 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, e.g. through activities and events such as options events, assemblies and taster events
- 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 J Hurd, Careers Lead

Telephone: 01277 623171

Email: [jhurd@mayflowerhigh.essex.sch.uk](mailto:jhurd@mayflowerhigh.essex.sch.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		Employer event for pupils and parents/carers – market stall event giving overview of local, regional and national opportunities and skills requirements	Careers workshop
Year 9	Assembly and tutor group opportunities – employability skills  Meeting with careers adviser	Key Stage 4 options event	<b>No encounters –encounters must have taken place by 28 February</b>
Year 10	Year 10 Focus Evening  Life Skills – work experience preparation sessions  Assembly and tutor group opportunities	Business Brunch  Technical/vocational tasters at local college/s, training providers	Work experience

<p>Year 11</p>	<p>Year 11 Next Step Evening</p> <p>Post-16 apprenticeships assembly</p> <p>Meetings with careers adviser</p> <p>Year 12 Open Evening</p>	<p>Business Brunch</p> <p>Technical/vocational tasters at local college/s, training providers</p> <p>Post-16 interviews</p> <p>Apprenticeships – support with applications</p>	<p><b>No encounters –encounters must have taken place by 28 February</b></p> <p>Confirmation of post-16 education and training destinations for all pupils</p>
<p>Year 12</p>	<p>Post-18 assembly – apprenticeships</p>	<p>Business Brunch</p> <p>Assembly and tutor group opportunities – employability skills</p> <p>Small group sessions: future education, training and employment options</p> <p>Meetings with careers adviser</p> <p>Higher Education Evening</p>	<p>Technical/vocational tasters at local college/s, training providers</p> <p>Higher education (HE) fair</p>

Year 13	Post-18 assembly – with higher and degree apprenticeship providers  Workshops – HE and higher apprenticeship applications	Business Brunch  Meetings with careers adviser  Assembly and small group opportunities – employability skills	<b>No encounters –encounters must have taken place by 28 February</b>  Confirmation of post-18 education and training destinations for all pupils
---------	---	---	---

### 4.3 Granting and refusing access

Please contact the Careers Leader to identify the most suitable opportunity for you. Access will be granted in line with the school's Safeguarding Policy.

### 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 the Main Hall, classrooms or private meeting rooms available for discussions between providers and students as appropriate to the activity
- The school will make available AV equipment necessary to support provider presentations. This will need to be agreed in advance with the Careers Leader.
- Meaningful online engagement is also an option and we are open to providers who wish to provide online engagement activities. We use Google Suite for this usually.

## 5. Previous providers

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

- Connexions
- DWP
- Teledyne e2v
- University of Law
- Oxford Brookes University



- Building Design Consultants
- RSM
- The Police
- Essex Apprenticeship Hub

## 6. Pupil destinations

Last year, our year 11 pupils moved to a range of providers in the local area after school including but not limited to:

- USP Benfleet
- Writtle College
- Chelmsford College
- Basildon Procat
- King Edward Seventh Grammar School
- Southend College
- Jet Hairdressing Academy
- Brentwood School
- Southend High School for Girls
- Hadlow College
- JT Electrical
- UFC Aerospace

Last year, our year 13 pupils moved to a range of providers in the local area after school, including but not limited to:

- University of East Anglia
- Anglia Ruskin University
- Bank of England
- University of Essex
- Queen Mary University of London
- University College London
- Beazley Insurance
- Wellmax
- TLT
- Sovereign International Ltd

## 7. Complaints

Any complaints related to provider access can be raised following the school complaints policy or directly with The Careers & Enterprise Company via [provideraccess@careersandenterprise.co.uk](mailto:provideraccess@careersandenterprise.co.uk)

## **8. Links to other policies**

Outline any links to other policies you have, such as:

- Safeguarding/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 J Hurd, Careers Leader

This policy will be reviewed by Dr S Fawell, Assistant Headteacher on an annual basis

At every review, the policy will be approved by the governing board.