**This is a statutory policy as required by the Department of Education**

## 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 educational 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

## 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 7 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 students.

This is outlined in section 42B of the Education Act 1997, the Skills and Post-16 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.

## The 6 encounters schools must offer to all pupils in years 8 to 13

2 encounters that are mandatory for all pupils to attend that take place any time during year 8 or between 1 September and 28 February during year 9

2 encounters that are mandatory for all pupils to attend that take place any time during year 10 or between 1 September and 28 February during year 11

2 encounters that are mandatory for the school to put on, but optional for pupils to attend, to take place any time during year 12 or between 1 September and 28 February during year 13

These 6 meetings are timed to inform consideration of post-14, post-16 and post-18 options and progression to the next stage of education or training.

Schools should encourage all pupils to attend the encounters. However, optional attendance for older pupils recognises that, while many 16 to 18 year olds will benefit from finding out more about post-18 technical options, some will already have made a firm decision to pursue their chosen pathway.

All 6 encounters must happen for a reasonable period of time during the standard school day. Provider encounters that take place outside of school hours, for example parents' evenings, do not count towards fulfilment of the legal requirement for 6 provider encounters, but schools are still encouraged to provide these complementary experiences for pupils and their parents.

Schools and providers should work together. Schools should ask each provider to inform pupils about:

- the provider
- the approved technical education qualifications or apprenticeships that the provider offers
- the careers those technical education qualifications or apprenticeships might lead to
- what learning or training with the provider is like

Providers should also answer questions from pupils.

Within our specialist setting pupils and students who have severe or moderate learning difficulties access a broad and balanced curriculum to extend the application of generalised skills across a broader range of contexts and to ensure increased autonomy over their long-term aspirations and lifelong learning outcomes. These pupils and students will be supported to access encounters with the adaptations necessary to actively participate with increased levels of understanding.

Pupils and students at very early levels of development who may have profound or complex learning difficulties access a curriculum which provides engaging opportunities, promotes and enables early skill development. For these students encounters with providers may not always be valuable. School staff will consult with families work on individual targets based on the EHCP outcomes. These may or may not be linked to training.

**Meaningful provider educational encounters**

Our school is committed to providing meaningful educational encounters to all pupils and students. At the Loyne Specialist School, we ensure the educational encounters are:

- Embedded within the school's career programme and related career strategy and sequenced to build on prior careers learning and not just a one-off event.
- Identifying the need based on the needs of individual students.
- Reflects the opportunities within the local labour market.
- Enhance curriculum learning
- Linked to and embedded within the curriculum.
- Linked to real life examples and local context.
- Develop clear learning outcomes and evaluation plan
- Mapped against SMART learning objectives (Specific, Measurable, Achievable, Relevant and Time Bound).
- Easy to evaluate against the learning outcomes
- Ensure age/ability appropriateness
- Accessible and differentiated to engage all participating students.
- Students and staff are prepared for the encounter and they understand what they will be doing and what is expected of them.
- Employers are briefed about their role and what to expect from teachers and students.

- HE, FE and Training providers are briefed about their role and the needs of the students.
- The learning opportunity is promoted to the wider school community.
- Parent or carer engagement in the careers activity has been considered and factored into the planning.
- Parents are informed that the careers activity is happening and are encouraged to continue careers conversations at home.
- Give students ownership of their career development
- Students are supported to articulate their careers learning into clear and compelling evidence for applications and interviews.

1 encounter is defined as 1 meeting/session between pupils and 1 provider.

Meaningful live online engagement is also an option at our school.

**Student entitlement**

All students in years 7 to 13 at the Loyne Specialist 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

**Live/Virtual encounters**

The Loyne School will consider live online encounters with providers where requested, and these may be broadcast into classrooms or the school assembly hall. Technology checks in advance will be required to ensure compatibility of systems.

**Management of provider access requests**

**Procedure**

A provider wishing to request access should contact the Careers Lead within school.

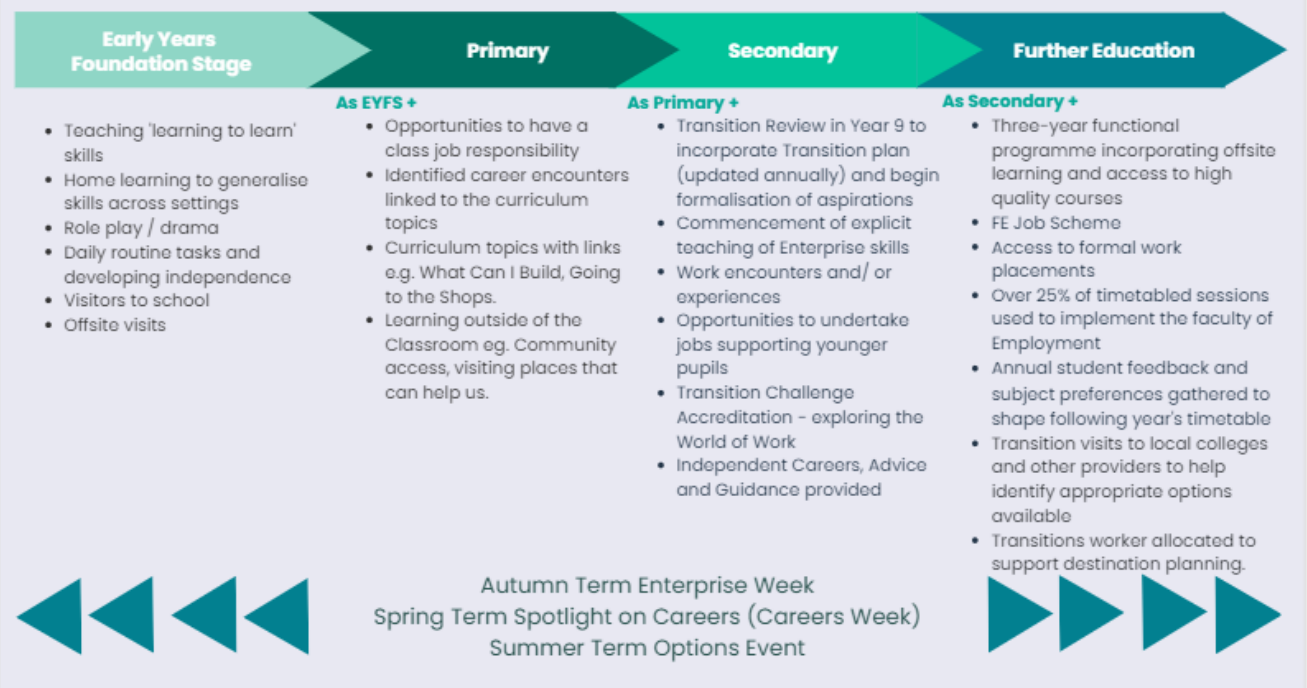
Telephone: 0152464543

Email: info@loyne.lancs.sch.uk

**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:

We’ve provided some examples:




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

These events, experiences and opportunities will run in line with any measures related to public health incidents.

### Granting and refusing access

A number of events, integrated into the school careers programme, will offer providers an opportunity to come into school to speak to students.

Please speak to our Careers Lead to identify the most suitable opportunity for your child.

### Safeguarding

Our safeguarding 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.

### Equality and Diversity

Access to other providers is available and promoted to allow all students to access information about other providers of further education and apprenticeships. The Loyne School is committed to encouraging all students to make decisions about their future based on impartial information.

### Premises and facilities

Providers will book in advance in order to allow school preparation times to best support pupil and students access, e.g. rooms, specialist equipment such as audio and visual devices

Providers should book in a date and time with the Careers Lead or the class teacher in collaboration with the Careers Lead. This information will be added to the school calendar and SLT will be aware.

Providers will be encouraged to leave prospectuses or other material for pupils and students to read

Any measures related to public health incidents will be made available to providers in advance via email.

**Previous providers**

In previous years we have invited the following providers from the local area to

speak to our pupils:

Local Colleges and HE Providers e.g. Lancaster and Morecambe College and Myerscough College, University of Lancaster

Local High Schools such as Our Lady's and Lancaster Boys Grammar

Large Chain Business e.g. Holiday Inn, HSBC, EDF Energy, Co-op, ASDA

Local Independent Business e.g. Dukes Theatre, SMJ Falconry, Cornerstones Café, Ludas Dance, Adecco Recruitment, Gillison's Handbag Shop,

**Complaints**

Any complaints related to provider access can be raised following the school complaints procedure or directly with The Careers & Enterprise Company via provideraccess@careersandenterprise.co.uk

**Links to other policies**

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

- Safeguarding/child protection policy
- Careers policy
- Curriculum CPARR documents for Key Stage 1-4 and for the Further Education Centre.
- Complaints policy

**Monitoring arrangements**

The school's arrangements for managing the access of education and training providers to students are monitored by the Careers Lead.

This policy will be reviewed by the Careers Lead annually.

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

Policy by: Emma Flynn (Policy reviewed by C.Tuer whilst Emma on maternity)
Updated: March 2025
Review date: March 2026

Policy by: Emma Flynn
Updated: February 2026
Review date: February 2027

**Appendix – Pupil Destinations**

| Academic Year | Pupil destination information |
|---|---|
| 2024 – 2025 | ➢ 1 student left to attend local mainstream college provision.<br>➢ 2 students left to attend independent specialist provision.<br>➢ 3 students left to attend social care provision. |
| 2023 - 2024 | ➢ 1 student left to attend local mainstream college provision.<br>➢ 8 students left to attend independent specialist provision.<br>➢ 2 students awaiting a decision of next destination. |
| 2022 – 2023 | ➢ 2 students left to attend local mainstream college provision.<br>➢ 4 students left to attend independent specialist provision.<br>➢ 1 student has a temporary further educational provision.<br>➢ 1 student left with access to a vocational voluntary placement<br>➢ 4 students left to attend local social care provision. |