**PROVIDER**

**ACCESS**

**GUIDELINES**

**Gateway College**

**Colin Grundy Drive**

**Leicester**

**LE5 1GA**

**Tel: 0116 274 4500**

**Reviewed:**

July 2023

**Next Review due:**

July 2024

**Gateway College Provider Access Policy**

**Introduction**

This policy statement sets out the school’s arrangements for managing the access of providers to pupils at the school for the purpose of giving them information about the provider’s education or training offer. This complies with the school’s legal obligations under Section 42B of the Education Act 1997.

**Pupil entitlement**

All pupils 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;
* to 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;
* to understand how to make applications for the full range of academic and technical courses.

**For pupils in the ‘third key phase’ (year 12 to 13), particularly those that have not yet decided on their next steps, there are two provider encounters available during this period, which are optional for pupils 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); and
* answer questions from pupils.

**Management of provider access requests procedure**

A provider wishing to request access should contact Sam Keen, Assistant Principal – skeen@gateway.ac.uk

The school reserves the right to decline requests for a number of reasons, including (but not restricted to) the following:

* if such attendance would provide an imbalanced view of available provision (e.g. several apprenticeship providers at an event and no colleges);
* if the provider’s input would not be relevant to a particular event if the request is not timely (e.g. students have already heard from similar providers during the year, or if they are involved in end of year exams);
* if the information is not seen to be in the best interest of pupils or there are concerns about the ethics or quality of the provision. In such cases, the of Head of Student Experience or the Careers Leader would inform the provider of this decision and the reason why. If the provider wishes to appeal this decision, they can contact the Head of Student Experience. If the provider wishes to appeal the decision received from the Head of Student Experience, they should contact the Chair of Governors at the school.

**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.

**Approval and review**

This policy will be monitored and reviewed on an annual basis, to ensure that current legislation and best practice is recorded.

Approved 04/07/2023

* **Next review:** July 2024
* **PRINCIPAL:** James Bagley