

LUTTERWORTH HIGH SCHOOL



PROVIDER ACCESS POLICY

Reviewed: By the Achievement and Attainment Committee – 17/9/2025

Adopted: By the Governing Board – 30/9/2025

Signed: Chair of Governors: Carmella Hunt

Date: 30/09/2025

Signed: Headteacher: Julian Kirby

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Version: 1.2

Policies linked to:

Child protection and safeguarding	Careers	Curriculum policy
Complaints		

Introduction

This policy statement sets out the 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. This complies with the school's legal obligations to comply with Section 42B of the Education Act 1997 (Baker Clause) and the Department for Education's statutory guidance: Careers Guidance and Access for Education and Training Providers.

Statutory requirements

Lutterworth High School will ensure that there are opportunities for a range of education and training providers to access students in years 8 to 11 for the purposes of informing them about approved technical education, qualifications or apprenticeships.

The school will provide encounters with technical education or training providers to all students in years 8 to 11. These encounters are grouped into two key phases, aligned with statutory guidance.

First key phase – 1st September of Year 8 to 28th February of Year 9

Second key phase – 1st September of Year 10 to 28th February of Year 11

This policy shows how our school complies with these requirements.

Encounters offered in phases one and two

Lutterworth High School offers:

- At least two encounters for students during the first key phase to introduce students in KS3 to the range of technical and vocational qualifications and apprenticeship routes available to them
- At least two encounters for students during the second key phase

The school will ask each provider to share 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 students

Student entitlement

All students in Years 8 to 11 at Lutterworth High School are entitled to:

- Learn about technical education qualifications and apprenticeships as part of the school's careers programme
- Hear from a variety of local providers about the opportunities they offer
- Understand how to apply for both academic and technical courses

Management of provider access requests

A provider wishing to request access should contact Georgia Birks (Assistant Headteacher)

Telephone: 01455 552710

Email: gbirks@lutterworthhigh.co.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:

	AUTUMN TERM	SPRING TERM	SUMMER TERM
YEAR 8	PSHE Programme	Introduction to vocational and technical education and apprenticeships event	Careers workshops
YEAR 9	Meeting with the careers adviser. Assembly and tutor group opportunities about pathways through GCSEs	Key Stage 4 options event. Provider's event – colleges of FE detailing offers at local providers	No encounters – encounters must have taken place by 28 February
YEAR 10	Assembly and tutor group opportunities - employability skills	Networking event with employers (Leicestershire Cares) Post-16 technical education options assembly with Further Education Colleges	Work experience Technical/vocational tasters at local college/s, training providers
YEAR 11	Post-16 provider open evening Post-16 apprenticeships assembly Meetings with careers adviser Post-16 applications	Post-16 interviews Apprenticeships – support with applications	No encounters – encounters must have taken place by 28 February Confirmation of post-16 education and training destinations for all pupils

Please speak to Georgia Birks to identify the most suitable opportunity for you.

Granting and refusing access

The school will aim to accommodate any request from any organisation that offers students any approved qualifications or apprenticeships.

The school may refuse access in the following circumstances:

- Courses offered are not approved
- Courses offered are not offered at post-16
- There are safeguarding concerns
- The proposed visit conflicts with other arrangements already made.
- The request is from an organisation more than 30 miles away and does not offer courses that are available closer to the school.

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.

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. These arrangements will be discussed and agreed in advance of the visit with the Careers Leader or a member of their team.

Previous providers

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

- Gateway College
- SMB College Group
- Warwickshire College Group
- Steve Walsh Advanced Football Academy
- NWSL College Group
- Leicester College
- Moulton College
- King Edwards Nuneaton
- Wyggeston and Queen Elizabeth 6th Form College
- Loughborough College
- Lutterworth College

Pupil destinations

Last year, our year 11 pupils moved to a range of providers in the local area:

- SBM College Group (Brooksby)
- Warwickshire College Group (Rugby)
- South Leicestershire College
- Leicester College
- Wigston College
- Lutterworth College
- Ashlawn School
- Lawrence Sheriff School
- Rugby High School
- Wyggeston and Queen Elizabeth 6th Form College

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

This policy should be read alongside the following policies:

- Child protection and safeguarding policy
- Careers policy
- Curriculum policy
- Complaint policy