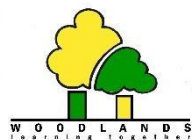


Woodlands Secondary School	Provider Access statement and policy	
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Date	Review Date	Author	Nominated Governors
March 2026	March 2027	Nicole Tulloch / Lee Nelson	Governing Body
Website	Statutory Policy	Source	Ratification Date
Yes	Yes	Various	25/3/26

Rationale

High quality careers education and guidance in school or college is critical to young people's futures. It helps to prepare them for the workplace by providing a clear understanding of the world of work including the routes to jobs and careers that they might find engaging and rewarding. It supports them to acquire the self-development and career management skills they need to achieve positive employment destinations. This helps students to choose their pathways, improve their life opportunities and contribute to a productive and successful economy.

It is important that all young people have a full understanding of all the options available to them post-16 and post-18.

This policy sets out the school's arrangements for managing the access of providers to the school for the purpose of giving them information about the provider's education or training offer. This complies with 'Provider Access Legislation' commonly referred to as 'The Baker Clause'. Schools are required by law to prepare a policy statement setting out the circumstances in which education and training providers will be given access to pupils.

Commitment

Woodlands School is committed to ensuring there is an opportunity for a range of education and training providers to access students, for the purpose of informing them about approved technical education qualifications and apprenticeships. Woodlands School is fully aware of the responsibility to set students on the path that will secure the best outcome which will enable them to progress in education and work and give employers the highly skilled people they need. That means acting impartially, in line with the statutory duty, and not showing bias towards any route, be that academic or technical.

Woodlands School endeavours to ensure that all students are aware of all routes to higher skills and are able to access information on technical options and apprenticeships (The Department of Education, July 2021: "Baker Clause": supporting students to understand the full range of education and training options, and the Provider Access Legislation, January 2023).

Aims

Woodlands School policy for Access to other education and training providers has the following aims:

- To develop the knowledge and awareness of our students of all career pathways available to them, including technical qualifications and apprenticeships.
- To support young people to be able to learn more about opportunities for education and training outside of school before making crucial choices about their future options.
- To reduce drop out from courses and avoid the risk of students becoming NEET (Young people not in education, employment or training).

Student Entitlement

Woodlands fully supports the statutory requirement for students to have direct access to other providers of further education training, technical training and apprenticeships. The school will comply with the new legal requirement to put on at least six encounters with providers of approved technical education qualifications or apprenticeships. A good deal of this will be done in National Careers Week, in addition to providers attending careers events at school and other bespoke encounters arranged as appropriate to individual students and groups of students.

Grounds for granting requests for access

Access will be given for providers to attend during school assemblies, timetabled Careers or Life lessons, and careers events that Woodlands is arranging. Students may also travel to visit another provider as part of the trip to be organised in partnership with Woodlands.

We will work collaboratively with providers to adapt their sessions to meet the specific needs of our students.

Woodlands will provide an appropriate room or assembly hall to be agreed. All rooms have computers, and IWB provided (if requested). Computer rooms can also be arranged. The Careers Leader will organise this, working closely with the provider to ensure the facilities are appropriate to the audience. Appropriate safeguarding checks will be carried out. Providers will be met and supervised by a member of the Careers Team who will facilitate.

Providers will be encouraged to leave a copy of any information or a prospectus in school, so that students can have further opportunities to consider the offer or take home to show family.

Live/Virtual encounters

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

Parents and Carers

Parental involvement is encouraged, and parents may be invited to attend the events to meet the providers. Woodlands recognises the importance of this connection for our students and their families and will seek to share appropriate information, resources and opportunities with parents and carers so they can engage and gain insights into potential pathways for their child.

Relevant Legislation

Education Act 1997, Section 42B – All schools in England must ensure that there are opportunities for a range of education and training providers to access registered pupils during the relevant phase of their education for the purpose of informing them about approved technical education qualifications or apprenticeships

Skills and Post-16 Education Act 2022 - All maintained schools and academies must provide six encounters with a provider of technical education or apprenticeships for year 8 to 13 pupils.

Statutory Guidance:

There are clear, specific parameters regarding the number and content of encounters, as set out in the Skills and Post-16 Education Act 2022.

This states that ALL schools MUST provide 6 encounters with a provider of technical education or apprenticeships for Year 8 – Year 13 students, offered at specified times. All six encounters must happen during the standard school day and schools must ask each provider to provide information to students that, as a minimum, includes:

- Information about the provider and the approved technical education qualifications or apprenticeships that the provider offers,
- Information about the careers to which those technical education qualifications or apprenticeships might lead,
- A description of what learning or training with the provider is like,
- Responses to questions from the pupils about the provider or approved technical education qualifications and apprenticeships.

The statutory guidance also states that “Schools should also ensure the appropriateness of the encounters for learners with SEND.” and this provision underpins all that Woodlands School does and will do in this area.

Further SEND Guidance:

Advice from the Careers and Enterprise Company (the national body for careers education in England) is *‘Where learners’ future pathways are limited due to the nature of their specific learning needs and/or physical ability - for example where they are highly likely to proceed into adult social care - it is recognised that it may be necessary for additional flexibility in how these encounters are delivered.’*

*Schools should involve parents/carers and other relevant staff to identify any barriers and support needed, and tailor each provider encounter appropriately and adapt the content and focus of encounters for these groups of learners to ensure that it is a **realistic and meaningful** experience for them.’*

Notes on Inclusion:

We are committed to ensuring all students have equitable and appropriate access to opportunities that support their needs and aspirations. We strive to empower every student and/or their family to explore the student’s full potential and make informed choices about the student’s future.

Notes on Differentiation:

To maximise accessibility for all students across the school (those with PMLD and SLD and other particular needs, we will aim to provide:

Sensory-Based Experiences: For students with PMLD, we will look to offer encounters that focus on sensory engagement, such as tactile resources, visual presentations, and sensory-friendly environments. These activities aim to raise awareness in a manner that is meaningful to the individual.

Appropriately structured (and where necessary, modified) sessions: For students with SLD, we will seek to create encounters that use simple language, clear visuals, and structured activities to make career-related information understandable and relatable.

One-to-One Support: Where it is needed, students are supported by familiar staff members who help facilitate their understanding and engagement.

Meaningful Experiences: For students with PMLD and SLD, such encounters may include day service providers, adult social care provisions, and residential settings. Our approach to timings for these encounters may be adapted depending on what is most meaningful/relevant for the individual.

Details of the Woodlands Offer:

Woodlands aims to support Post-School providers access to the school to meet with students and share information regarding their provision with students, families and staff. The aim of these encounters is to be **realistic and meaningful**.

This means that encounters are bespoke to the needs of students on the different pathways at the school and also take into account the PfA Outcomes and the relevant aspects of the advice in the 'Making it Meaningful Checklist' from the Careers and Enterprise Company which can be found on their website.

Group 1: For ALL students, Woodlands school will ensure that appropriate Post School Providers are given access to the school and chances to meet with students and share information with them about their provision, this can be verbal, photographic or arranged visits to the provision. These encounters will happen at least once a year from Year 7 – Year 13.

Group 2: For SOME students, encounters may include information about technical education including Supported Internships. These students are likely to be in KS3, KS4, FE and occasionally the LOFT classes.

For these students these encounters may include:

- Assemblies delivered by Local Colleges
- Link Courses with Local Colleges
- Visits from employers that offer Supported internships or Apprenticeships.

These types of encounters will occur at least once a year *in addition to* any other encounters offered to all students.

Woodlands School will work with students, parents/carers, the Transitions Team and any other relevant professionals to ensure that student encounters are with the most appropriate providers, however if students have been placed in 'Group 1' and they would like to access the 'Group 2' events they (or their families) can request for them to be included.

An example of what this offer may look like is highlighted in the table below. Please note these are EXAMPLES, the exact offer may be different. The specific offer will be published on the website in the Autumn Term of each academic year.

Department	Example Offer
KS3	During Careers week meeting a local business owner that offers apprenticeships
KS4 / FE	- Visit days to Barnfield College and Central Bedfordshire College - Assembly delivered with local MP – Sarah Owen - Attending Careers Workshops with a range of local employers including Luton Point, Wilmott-Dixon and the Luton & Dunstable Hospital
PMLD	- Staff from Community Choices and/or Heywood House spend the morning in the Department - A visit to Keech
WISERR (Upper and Lower)	- Staff from Community Choices spend the morning in the Department - A visit to Oaklands College
Provisions	- LOFT 1 – likely to follow KS3 or KS4/FE - Selected students take part in Creative Writing/Illustration/Music (Steelpan) workshops as appropriate. - LOFT 2 / BASE – likely to follow Pathways examples

Procedures:

A provider wishing to request access should contact the school Careers Team

Organisational/Strategic Lead for Careers, Jobs, Work Experience, Employer Contacts:
Lee Nelson lee.nelson@woodlands.luton.sch.uk

SLT Member with Careers Responsibility: Nicole Tulloch
nicole.tulloch@woodlands.luton.sch.uk

Roles and Responsibilities:

The Strategic Careers lead is responsible for

- Sharing any relevant provider contact information with Department Leaders
- Collating data from feedback
- Ensuring that all students (as far as is practicably possible) have access to meaningful and appropriate encounters
- First contact with providers

Department Leaders / Careers co-ordinators are responsible for:

- Setting up appropriate encounters for their department
- Sharing information about the encounter with students/family e.g. through class email
- Recording who took part in the encounter and sharing this with the Strategic Careers Lead
- Ensuring that any visitors to the school are aware of and follow the school's safeguarding policies and procedures.

Providers are responsible for

- Ensuring that any information shared about their offer is accurate
- Following the School's safeguarding policies
- Informing the school of any special requirements required to deliver presentations/encounters, e.g. internet access or flip charts.

Development

This policy has been developed and is reviewed annually by the Careers Leader and SLT Member with responsibility for careers based on current good practice guidelines by the Department for Education and relevant support and guidance from the 'Careers and Enterprise Company'.

Links with other policies

It supports and is underpinned by key school policies including those for Careers, Child Protection, Equality and Diversity, and SEND.

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 and other potential onward routes. Woodlands School is committed to encouraging all students to make decisions about their future based on impartial information.

Monitoring/Review and Evaluation Arrangements:

The Strategic Careers Lead will monitor access across the school and ensure that Departments are fulfilling their statutory duty.

Monitoring timetable:

Autumn Term:

- Strategic Careers Lead to meet with Department Leads / Careers co-ordinators to confirm intended encounters or share any new provider details
- Department Leads / Careers co-ordinators arrange encounters and share information with Strategic Careers Lead and wider school staff
- Strategic Careers Lead will publish intended encounters on website
- *Some encounters may have already happened. These will have been shared with parents via email or letter and data recorded by Department Leads / Careers co-ordinators.*

Spring Term:

- Encounters will begin. These will be shared with parents via email or letter and data recorded by Department Leads / Careers co-ordinators.

Summer Term:

- Encounters will continue. These will be shared with parents via email or letter and data recorded by Department Leads / Careers co-ordinators.
- Operational Careers Lead will share data with Headteacher and Governors, this will be published on school website.

In addition this policy will be reviewed annually by the Headteacher, the Senior Leadership Team and Governing Body

Complaints Procedure

Any complaints with regards to providing access can be raised through the school complaints procedure or directly with the Careers & Enterprise Company

School Procedure Contact:

Nicole.tulloch@woodlands.luton.sch.uk Nicole Tulloch will raise the complaint to the Headteacher of Woodlands.

Careers and Enterprise Company contact: provideraccess@careersandenterprise.co.uk

Final Note

This is a statutory policy. Unlike other careers policies, which specify the groups of pupils for whom they are appropriate, this policy is intended to apply to all pupils. The policy has been written in accordance with statutory requirements. Further guidance will continually be sought in order to adapt the delivery of the policy content so that it is thoroughly appropriate and entirely workable for our setting.