

Brentwood Ursuline Convent High School



Provider Access Policy Statement

Authorised by Resolution of the Governing Body of the Brentwood Ursuline Convent High School
on 7th May 2025

Signature:

Effective date of the policy: 7th May 2025

Review date of policy: May 2027 or as and when required

This policy is written in the light of the school mission statement.

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1. Aims

This policy statement outlines the arrangements for managing access to students for education and training providers, ensuring compliance with the DfE's latest statutory guidance (January 2023). It sets out:

- Opportunities for external education and training providers to liaise with students
- Procedures in relation to requests for access
- Premises or facilities available for such interactions.

This policy ensures that students receive high-quality careers guidance and exposure to technical education and apprenticeships as part of a broad and balanced careers programme.

2. Statutory requirements

Under Section 42B of the Education Act 1997, the school must:

- Ensure students in Years 8 to 13 have access to education and training providers.
- Publish a policy statement outlining these arrangements.
- Comply with the Baker Clause, ensuring access to technical education and apprenticeships.

The policy aligns with the DfE's Careers Guidance and Access for Education and Training Providers (January 2023) and follows the Gatsby Benchmarks for best practice.

The Gatsby Benchmarks include:

1. A stable careers programme.
2. Learning from career and labour market information.
3. Addressing the needs of each student.
4. Linking curriculum learning to careers.
5. Encounters with employers and employees.
6. Experiences of workplaces.
7. Encounters with further and higher education.
8. Personal guidance.

These benchmarks are covered in more detail in the Careers and Higher Education section of the school's website.

3. Student entitlement

All students in Years 8 to 13 at Brentwood Ursuline Convent High School are entitled to:

- Learn about technical education qualifications and apprenticeship opportunities as part of the school's 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 Curriculum Extension Days.
- Receive guidance on applying for academic, technical, and apprenticeship pathways.

4. Management of provider access requests

4.1 Procedure

A provider wishing to request access should contact:

Head of Careers, Brentwood Ursuline Convent High School Telephone: 01277 227156 Email: admin@buchs.co.uk
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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	Assemblies and tutor time- option subjects Curriculum Extension Day	Assemblies and tutor time- employability skills Curriculum Extension Day	Assemblies and tutor time- career pathways Curriculum Extension Day
YEAR 9	Assemblies and tutor time- employability skills Curriculum Extension Day	Assemblies and tutor time- career options Curriculum Extension Day	Assemblies and tutor time- career options Curriculum Extension Day
YEAR 10	Assemblies and tutor time- career options Curriculum Extension Day	Assemblies and tutor time- employability skills Curriculum Extension Day	Assemblies and tutor time- career options Curriculum Extension Day
YEAR 11	Y11 Parent Forum Curriculum Extension Day- post 16 choices and apprenticeships Sixth Form Open Evening	Curriculum Extension Day- Post-16 taster sessions Curriculum Extension Day- interview practice for employment	Support with applications to college, apprenticeships or training
YEAR 12	Y12 Parent Forum, including introduction to HE Curriculum Extension Day- post 18 choices and apprenticeships	Post-18 choices assemblies- including employment and apprenticeships Higher education (HE) fair	Small group sessions; future education, training and employment options

	AUTUMN TERM	SPRING TERM	SUMMER TERM
YEAR 13	Curriculum Extension Day- student finance and life in HE HE and higher apprenticeship applications	Curriculum Extension Day- employment and training options Assembly and small group opportunities - employability skills	

Please contact the Head of Careers and/or the Head of Year to identify the most suitable opportunity for you. The names and email addresses of Heads of Year are published on the school's website. These events will run in line with any measures related to public health incidents, including COVID-19.

4.3 Safeguarding

Our safeguarding/child protection policy outlines the school's procedure for checking the identity and suitability of visitors.

All visitors must adhere to the school's Safeguarding and Child Protection Policy.

Providers will receive safeguarding guidelines before their visit.

All visitors must wear a school-issued badge and be accompanied by staff while on-site.

Brentwood Ursuline Convent High School is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share that commitment.

4.4 Premises and facilities

The school offers facilities such as: Halls, classrooms, Sixth Form Study Areas, and IT equipment for presentations.

The school will also make available IT equipment, such as projectors and/or other specialist equipment, to support provider presentations or sessions. This will be discussed and agreed in advance of the visit with the Head of Careers or a Head of Year.

Providers are welcome to leave a copy of their prospectus and/or other relevant course literature at the Reception, marked for the attention of the Head of Careers.

5. Monitoring arrangements

The Head of Careers holds overall responsibility for ensuring full compliance with this policy, regularly reviewing its implementation and effectiveness. They oversee the school's structured arrangements for facilitating access to education and training providers, ensuring that students are given meaningful opportunities to engage with a diverse range of pathways. This includes monitoring the quality, frequency, and impact of provider interactions to ensure they align with the school's commitment to delivering high-quality careers education and guidance.