

Coloma Convent Girls' School



Provider Access Policy Statement

Approved by:	Governing Body	Date: Sept 2021
Last reviewed on:	9/9/21	
Next review due by:	Sept 2022	

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1. 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 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

2. 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 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](#).

This policy shows how our school complies with these requirements.

3. Student entitlement

All students in years 8 to 13 at Coloma 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
- › Understand how to make applications for the full range of academic and technical courses

4. Management of provider access requests

4.1 Procedure

A provider wishing to request access should contact Celia Huggett, Assistant Headteacher & Deputy DSL

Telephone: [02086546228]

Email: chuggett@coloma.croydon.sch.uk

4.2 Opportunities for access

At Coloma, we encourage and enable our girls to make and implement well-informed and realistic decisions about their future. We are committed to providing careers support within the curriculum and impartial careers

information and advice, with one-to-one discussion at appropriate stages. As part of our careers programme, year 11 students are provided with a one-to-one guidance interview. Parents are welcome to attend these meetings. Students and parents of students in year 7-13 can request a careers guidance interview by contacting Miss Huggett AHT and Miss Parreno, KS5 Transition coordinator.

We provide students with a wide range of information about opportunities including; university information and apprenticeships and work experience opportunities. We also invite career professionals and former students into school to talk to appropriate groups of students about their university and career experiences. In addition, we arrange mock interviews, seminars, and Higher Education conferences.

All careers information is presented in an impartial manner and includes information on the full range of post 16 and post 18 education and training options and promotes the best interest of the girls' to whom it is given.

We are committed to providing the appropriate activities and experiences to enable learners to make well informed decisions and successful transitions from key stage 3 to key stage 4 and from key stage 4 to key stage 5 to Further Education, Apprenticeships/Traineeships or Employment and from Sixth Form to Higher Education, Apprenticeships or Employment.

We see careers education as a driving force behind the social mobility of our student

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: The programme will be reviewed annually and may be added to as events and opportunities are published.

	AUTUMN TERM	SPRING TERM	SUMMER TERM
YEAR 7	Developing skills and aspirations Careers, teamwork and enterprise skills, and raising aspirations		Careers workshop Financial decision making Saving, borrowing, budgeting and making financial choices
YEAR 8	Community and careers Equality of opportunity in careers and life choices, and different types and patterns of work		Careers workshop Citizenship Criminal justice system, the government, politics and elections
YEAR 9	Assembly and tutor group opportunities - employability skills Setting goals Learning strengths, career options and goal setting as part of the GCSE options process	Key Stage 4 options event (March)	Careers workshop Employability skills Employability and online presence

	AUTUMN TERM	SPRING TERM	SUMMER TERM
YEAR 10	<p>Assembly and tutor group opportunities - employability skills</p> <p>Study Skills Preparation for and evaluation of work experience and readiness for work</p>	<p>Networking event with providers and employers</p> <p>National Apprenticeship Week - February</p> <p>National Careers Week – March</p>	<p>Work experience preparation sessions</p> <p>Online Work experience</p>
YEAR 11	<p>Assembly on opportunities at 16</p>	<p>Post-16 evening</p> <p>Post-16 taster sessions Aka Twilight Twenties.</p> <p>National Apprenticeship Week - February</p> <p>National Careers Week – March</p>	<p>Twilight Twenties for Coloma & External</p> <p>Online Work experience</p> <p>Results day support from local providers</p>
YEAR 12	<p>Higher education (HE) fair</p> <p>Post-18 assembly – apprenticeships at Y12</p> <p>Parents Information Evening.</p>	<p>London UCAS Fair trip funded for all Bursary Students</p> <p>Apprenticeships – support with applications</p>	<p>Small group sessions: future education, training and employment options</p>
YEAR 13	<p>HE and higher apprenticeship applications</p>	<p>Assembly and small group opportunities - employability skills</p>	

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

4.3 Granting and refusing access

Access may be deferred if this clashes with formal assessment weeks. These will be published on the School calendar.

4.4 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.

4.5 Premises and facilities

The presentation facilities in PAC, Hall or Sixth Form CR will be offered to providers. Zoom links are available in the Sixth Form study area and huts.

5. Links to other policies

- Safeguarding policy <https://www.coloma.croydon.sch.uk/about-coloma/school-policies/>
- Careers guidance policy <https://www.coloma.croydon.sch.uk/teaching-and-learning/careers-2/>

➤ PSHE curriculum <http://www.coloma.croydon.sch.uk/curriculum/pshe/>

6. Monitoring arrangements

The school's arrangements for managing the access of education and training providers to students are monitored by Celia Huggett AHT

This policy will be reviewed by Governors Education Committee annually.

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