



## Provider Access Policy

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Holder:	Careers Lead
Committee Responsible:	FGB
Next Review Date:	January 2026

All pupils at Grange Park School have an Education Health Care Plan or a Statement of Special Educational Needs and a diagnosis of an Autism Spectrum Condition. This policy has been written to incorporate their needs, along with the legal guidelines and principles.

Grange Park School regularly reviews its policies. We will take steps as far as practically possible to adhere to the law and current guidance issued by the relevant regulatory bodies.

At Grange Park School we are ambitious for all our students to fulfil their potential as they move into adulthood. We will work with each student and their families and carers to support them, and enable them to make a successful transition towards adulthood.

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## 1. Introduction

This policy statement 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 the school's legal obligations under Section 42B of the Education Act 1997.

## 2. Pupil entitlement

All pupils in years 8 to 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 of compulsory school age these encounters are mandatory and there will be a minimum of two encounters for pupils during the 'first key phase' (year 8 to 9) and two encounters for pupils during the 'second key phase' (year 10 to 11). 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 more 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)
- answer questions from pupils.

## 3. Meaningful provider encounters

One encounter is defined as one meeting/session between pupils and one provider. We are committed to providing meaningful encounters to all pupils using the [Making it meaningful](#) checklist.

Meaningful online engagement is also an option, and we are open to providers that are able to provide live online engagement with our pupils.

### Previous providers

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

- Mid Kent College
- Kent Police
- Careers and Enterprise Company

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- Shakespeare for Schools
- BEMIX
- Sevenoaks District Council
- Former student career talk on Photography
- Larkfield leisure centre – Fitness Instructor
- Tesco
- McDonalds
- White Rocks
- Oaks Specialist College
- Grow 19
- Link 19

#### 4. Destinations of our pupils

Last year our pupils in Year 11 to 14 moved to range of providers in the local area after school:

Destination	Number of Learners
GP @ Wrotham	5
GP @ College	51
FE College without Grange Park	12
FT/PT Employment	4
Traineeship/ Apprenticeship	4
NEET	2
Post 19 Provision	3
<b>Total</b>	<b>81</b>

#### 5. Management of provider access requests

##### Procedure

A provider wishing to request access should contact Abi Rodreigo, Careers Leader.  
 Phone: 01732 822111                      Email [Abigail.rodreigo@grangepark.kent.sch.uk](mailto:Abigail.rodreigo@grangepark.kent.sch.uk)

##### Opportunities for access

The school offers the six provider encounters required by law (marked in bold text) and a number of additional events, integrated into the school careers programme. We will offer providers an opportunity to come into school to speak to pupils or their parents or carers.

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

	Autumn Term	Spring Term	Summer Term
Year 8		PSHE lesson – Careers focus  <b>ASK Awareness Assembly</b>	<b>Kent Police visit</b>
Year 9		<b>Apprenticeship Fair @ Mote Park</b> PSHE lesson – Careers focus	<b>Apprenticeship Ambassador Visit</b>

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Year 10	<p>SEN Inclusive Careers Fair</p> <p>Personal Growth and Wellbeing BTEC</p> <p>Life Skills ASDAN</p>	<p>Careers 1:1 Interview</p> <p>Personal Growth and Wellbeing BTEC</p> <p>Life Skills ASDAN</p>	<p>Visit to Mid-Kent College Tour</p> <p>ASK Mock Interviews</p> <p>Personal Growth and Wellbeing BTEC</p> <p>Work experience placement week</p> <p>Life Skills ASDAN</p>
Year 11	<p>Careers 1:1 Interview</p> <p>SEN Inclusive Careers Fair</p> <p>College Carousel</p> <p>Personal Growth and Wellbeing BTEC</p>	<p>Wrotham Mainstream Careers Fair</p> <p>360 Careers Event – Interviews with Employers</p> <p>College Carousel</p> <p>Personal Growth and Wellbeing BTEC</p>	<p><i>No Encounters as legislation requires encounters to take place before 28 February</i></p> <p>Personal Growth and Wellbeing BTEC</p>
Key Stage 5	<p>Careers 1:1 Interview</p> <p>SEN Inclusive Careers Fair</p> <p>BEMIX Supported Employment Provider</p> <p>Work experience placements</p> <p>PSD qualification</p>	<p>Wrotham Mainstream Careers Fair</p> <p>Work experience placements</p> <p>PSD qualification</p>	<p>Roadwise – travel training</p> <p>Apprenticeship Ambassador Visit</p> <p>Work experience placements</p> <p>PSD qualification</p>

### Premises and facilities

The school will make the main hall, classrooms or private meeting rooms available for discussions between the provider and pupils, as appropriate to the activity. The school will also make available AV and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Leader or a member of their team.

Meaningful online engagement is also an option, and we are open to providers that are able to provide live online engagement with our pupils.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Careers Resource Centre, which is managed by the school librarian. The Resource Centre is available to all pupils at lunch and break times.

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**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](mailto:provideraccess@careersandenterprise.co.uk)

**6. Policy links**

- Careers Education Policy
- Child Protection Policy
- Curriculum Policy
- Equality Policy
- Premises Management Policy

**Equal Opportunities Statement**

Grange Park School is committed to the positive promotion of equal opportunities for all.

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