



Mayfield School

Provider Access Legislation Policy Statement

Believe. Achieve. Succeed.

Ambition. Inclusion. Respect.

Our School Vision

Our vision is to create a family ethos that raises aspirations and makes a real difference to the life chances of our young people

Our mission

All stakeholders, together, will create an environment of respect and inclusion where all young people are valued, supported, inspired and future ready.

Approved by: Academy Committee

Date: November 2024

Last reviewed on:

N/A

Next review due by:

September 2025

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1. Aims

This policy statement aims to set out the 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

The requirements and entitlements in sections 2 and 3 apply to Mayfield School, Sections 2.1, 2.2, 4, 5 and 6 set out the details for the named school adopting the policy.

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 8 to 13 for the purposes of informing them about approved technical education, qualifications or apprenticeships.

Schools must provide a minimum of 6 encounters with technical education or training providers to all pupils in years 8 to 13 (see more detail in section 2.1 below).

Schools must also have a policy statement that outlines the circumstances in which education and training providers will be given access to these pupils.

This is outlined in section 42B of the [Education Act 1997](#), the [Skills and Post-16 Education Act 2022](#) and on page 43 of guidance from the Department for Education (DfE) on [careers guidance and access for education and training providers](#).

This policy shows how our trust complies with these requirements across our schools.

2.1 The 6 encounters schools must offer to all pupils in years 8 to 11

Schools must offer:

- 2 encounters for pupils during the 'first key phase' (year 8 or 9)
 - All pupils must attend
 - Encounters can take place any time during year 8, and between 1 September and 28 February during year 9
- 2 encounters for pupils during the 'second key phase' (year 10 or 11)

- All pupils must attend
- Encounters can take place any time during year 10, and between 1 September and 28 February during year 11

These encounters must happen for a reasonable period of time during the standard school day. Schools can continue to provide complementary experiences, but encounters outside of school hours won't count towards these requirements.

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](#) from The Careers & Enterprise Company.

Schools must ask each provider to provide 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 pupils

Please see section 4.2 for planned activities for the 2024-25 academic year.

2.2 Meaningful provider encounters

Our school is committed to providing meaningful encounters to all pupils.

1 encounter is defined as 1 meeting/session between pupils and 1 provider.

These encounters could take the form of;

- Assemblies
- Class interaction
- Workshops
- Trips and visits
- Interviews
- Meetings
- Personal development days

Meaningful live online engagement is also an option at Mayfield School.

3. Pupil entitlement

All pupils in years 8 to 11 at Mayfield School 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, e.g. through activities and events such as options events, assemblies and taster events
- 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;

Evelyn Munoz, careers leader at Mayfield School.

Telephone: 02392 693432

Email: munoz-evelyn@mayfield.portsmouth.sch.uk

Our policy is to respond to requests for access within 72 hours, we will endeavour to make arrangements as soon as we are able.

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:

The following dates are yet to be confirmed by:

- Local colleges taster days
- University of Portsmouth (we need to have at least 4 trips, one per Year group + the residential for y10s)
- University of Cambridge (1 visit per year for Y10s)
- We need to have 3 work placement visits per year one for Y7, Y8 and Y9
- Y10-CAS
- Lunch stand for Y11s

	AUTUMN TERM	SPRING TERM	SUMMER TERM
YEAR 7	<ul style="list-style-type: none"> • Portsmouth University trip • Autumn term personal development day 	<ul style="list-style-type: none"> • Spring term personal development day 	<ul style="list-style-type: none"> • Summer term personal development day
YEAR 8	<ul style="list-style-type: none"> • Portsmouth University trip • Autumn term personal development day 	<ul style="list-style-type: none"> • Spring term personal development day 	<ul style="list-style-type: none"> • Summer term personal development day
YEAR 9	<ul style="list-style-type: none"> • Portsmouth university trip • Autumn term personal development day 	<ul style="list-style-type: none"> • Business Speed Networking 11.2.24 • Option workshop and assemblies. • College assemblies • MFL assembly 10.3.25 • Geography assembly 11.3.25 • History assembly 12.3.25 • Spring term personal development day 	<p>No encounters – encounters must have taken place by 28 February</p>

	AUTUMN TERM	SPRING TERM	SUMMER TERM
YEAR 10	<ul style="list-style-type: none"> • Interview ready day 4.10.24 • Work experience launch assembly • Work experience information evening • Work experience form deadline • Autumn term personal development day 	<ul style="list-style-type: none"> • Sparsholt college visit (15 pupils) • Spring term personal development day 	<ul style="list-style-type: none"> • Oxford university visit 30 students 23.5.25 • Cambridge university trip • Portsmouth university residential. • College taser day. • Work experience preparation assembly. • Work experience 13th June (2 weeks) • Summer term personal development day
YEAR 11	<ul style="list-style-type: none"> • College Assembly 20.9.24 • College Assembly 27.9.24 • Career evening 3.10.24 • CV & college application session 4.10.24 • 6th Form College assembly 11.10.24 • A Level assembly 18.10.24 • Apprenticeship assembly PETA 22.11.24 • Autumn term personal development day 	<ul style="list-style-type: none"> • NCS assembly 7.2.24 • NCS lunch time stand 14.3.24 • Interview day 1:1 HSDC 11.2.24 • Spring term personal development day 	<ul style="list-style-type: none"> • No encounters – Exams taking place. • Confirmation of post-16 education and training destinations for all pupils • NCS Programme begins

Please speak to our Evelyn Munoz to identify the most suitable opportunity for you.

4.3 Granting and refusing access

Provider access is most likely to be granted in support of;

- Our assembly programme
- Our tutor programme
- Our three Personal Development days – these take place once per term, this year will be on, 4.10.24, 11.2.25, 16.6.25
- A visit for pupils to attend with at least a half terms notice
- Our work experience programme
- Our options process

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.

All education and training providers will be expected to hold a current DBS certificate and bring this with them on the visit to school.

Upon entry to the school site all visitors must sign in at reception and have a visitors pass with their photo displayed at all times on the school site.

All visitors to the school site must wear the lanyard that they are issued at reception for the entirety of their visit.

Upon signing in to the school site all visitors will receive a safety leaflet detailing information regarding our safeguarding procedures and who our onsite designated safeguarding leads are.

4.5 Premises and facilities

The school will discuss the space and facilities requirements with providers in advance of the event.

The school can make the main hall, classrooms, or confidential 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 where possible. This will all be discussed and agreed in advance of the visit with the Careers Leader or a member of their team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature with the reception team. This will be available to the pupils in the 'Wilkie Library' within the school which is managed by the school librarian and pupils have access to.

Providers are also able to leave a copy of their prospectus with the school dedicated Careers Advisor provided by EBP, please contact Mrs Munoz for more information about this specific partnership.

5. Previous providers

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

- Peta Apprenticeships
- Portsmouth University
- Solicitors
- NCS
- Oaklands 6th form college
- Havant and Southdown's college
- City of Portsmouth College
- UTC
- Sparsholt College
- Fareham college
- EBP
- Royal Navy
- British Army
- Police Force
- Fire and rescue service
- RNLI
- Oxford University

- Brian Wilkie
- Cambridge university
- Chichester college

6. Pupil destinations

Last year, our year 11 pupils moved to a range of providers in the local area after school. Follow up destination data shows us;

- Of the 10 pupils with no initial data 9 are in full time education or training
- 1 pupil no recorded destination -not ready for formal training, personal circumstances prevent.
- 83 pupils received conditional offer for further education
- 79 pupils received guaranteed offer for further education

7. Complaints

Complaints can be raised with the careers lead Evelyn Munoz Munoz-Evelyn@mayfield.portsmouth.sch.uk or the senior leader in charge of personal development including careers Jude Firth on Firthj@mayfield.portsmouth.sch.uk. Any further complaints related to provider access can be raised following the school complaints procedure [Complaints-Policy-2024-2025.pdf \(mayfield.portsmouth.sch.uk\)](#) or directly with The Careers & Enterprise Company via provideraccess@careersandenterprise.co.uk

8. Links to other policies

Outline any links to other trust/school policies, such as:

- › Safeguarding/child protection policy [Safeguarding-and-Child-Protection-Policy-2024-v2.pdf \(mayfield.portsmouth.sch.uk\)](#)
- › Careers guidance policy (to be updated)
- › Curriculum policy [Curriculum-Policy-2024-25.pdf \(mayfield.portsmouth.sch.uk\)](#)
- › Complaints policy [Complaints-Policy-2024-2025.pdf \(mayfield.portsmouth.sch.uk\)](#)

9. Monitoring arrangements

The arrangements for managing the access of education and training providers to pupils is monitored by Jude Firth Assistant Headteacher Personal Development.

This policy will be reviewed by Jude Firth & Evelyn Munoz annually.

At every review, the policy will be approved by the executive head and the board of governors.

Careers Lead

Assistant Head Teacher

Careers Link Governor



Mrs E Munoz

Mrs J Firth

Mr R Buchan

November 2024