Policy Statement on Provider Access at Hampton Gardens

Provider Access Policy

Hampton Gardens

Policy last reviewed:	May 2026
Next review due:	May 2027
Member of staff responsible:	Atul Karia
Ratified by:	Hampton Gardens Local Governing Body

May 2026

1. Introduction

This policy statement sets out the school's arrangements for managing the access of providers to pupils at 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 8-13 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.

3. Changes from January 2023

- Two encounters for pupils during the 'first key phase' (Year 8 or 9) that are mandatory for all pupils to attend.

- Two encounters for pupils during the 'second key phase' (Year 10 or 11) that are mandatory for all pupils to attend.

- Two encounters for pupils during the 'third key phase' (Year 12 or 13) that are mandatory for the school to put on but optional for pupils to attend.

4. Management of Provider Access Requests

4.1 Procedure

A provider wishing to request access should contact:

Atul Karia, Deputy Head of School on 01733 246700 or via email at akaria@hamptongardens.org.uk.

4.2 Opportunities for access

A number of events, integrated into the school careers programme, will offer providers an opportunity to come into school to speak to pupils and/or their parents/carers:

- Collapsed Curriculum Days
- Assemblies – virtually and in person
- Year 9 options
- Science week
- Enrichment week

If you would like to discuss the most suitable opportunity for you, please contact Atul Karia.

5. **Trips and Visits**

In the event you would be able to facilitate our students visiting your provider as part of student's careers education and experience then please contact Atul Karia to discuss further.

6. **Premises and facilities**

The school will make the main hall, classrooms or private 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. This will all be discussed and agreed in advance of the visit with the Careers Leader or a member of their team. The school can offer virtual assemblies via MA Teams or Zoom.

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 students at lunch and break times.