



CORNFIELD  
SCHOOL

# Provider Access Policy

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## 1. Aims

At Cornfield School we aim to provide all students from year 8 to 11 with meaningful opportunities to explore a wide range of future options.

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 provider who is given access

As a school we aim to:

- Develop knowledge and awareness among our students of all career pathways available to them, including technical qualifications and apprenticeships
- Support students in learning more about opportunities for education and training outside of school, before they make crucial choices about their future options
- Reduce drop-out from courses and avoid the risk of students becoming NEET (not in education, employment or training)

## 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 (Only years 8-11 for Cornfield) for the purposes of informing them about approved technical education, qualifications or apprenticeships.

Due to Cornfield provision only being up to the end of year 11, we are legally obligated to provide a minimum of 4 encounters with technical education or training providers to all students in years 8 to 11.

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
- Education and Skills Act 2008
- The School Information (England) Regulations 2008
- The Skills and Post-16 Education Act 2022
- Guidance from the Department for Education (DfE) on careers guidance and access for education and training providers

This policy shows how our school complies with these requirements.

### **3. Student entitlement**

All students in years 8 to 11 at Cornfield School are entitled to:

- Find out about further education training, 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
- Have a minimum of 4 encounters with providers

These encounters must happen for a reasonable period of time during the standard school day.

Access to providers is available and promoted to allow all students to access information about other providers of further education and apprenticeships. We are committed to encouraging all students to make decisions about their future based on impartial information.

#### **Students in year 8 and 9**

All students in these year groups are offered:

- 2 encounters with education and training providers
  - All students must attend
  - Encounters can take place any time during year 8, and between 1<sup>st</sup> September and 1<sup>st</sup> July during year 9

#### **Students in year 10 and 11**

All students in these year groups are offered, as a minimum:

- 2 encounters with education and training providers
  - All students must attend
  - Encounters can take place any time during year 10, and between 1<sup>st</sup> September and 1<sup>st</sup> June during year 11

#### **3.1 Meaningful encounters with providers**

Our school is committed to providing meaning encounters for all students.

A meaningful encounter:

- Is where the student can explore what it is like to learn, develop and succeed in that environment
- Involves meeting both staff and learners/trainees
- Has a clear purpose
- Is underpinned by learning outcomes that are appropriate to the needs of the student
- Involves a 2-way interaction between the student and the provider
- Includes information about the provider, such as their recruitment and selection processes, the qualifications that provider offers and the careers these could lead to
- Describes what learning or training with the provider is like
- Is followed by opportunities for the student to reflect on the insights, knowledge or skills gained through the encounter

## 4. Management of provider access requests

### 4.1 Procedure

A provider wishing to request access should contact Stuart Simpson, the Headteacher. Contact should be made in writing and sent to the school office, [office@cornfieldschool.org.uk](mailto:office@cornfieldschool.org.uk)

### 4.2 Information we ask from providers

As a school we ask each provider to provide the following information for our students:

- Information about your provision and the approved qualifications or apprenticeships you offer
- Information about what careers those qualifications and apprenticeships can lead to
- What learning or training with you is like
- Answers to any questions from students

### 4.3 Opportunities for access

There are a number of events, integrated into our careers programme, that offer providers an opportunity to come into school to speak to students and/or their parents/carers.

### 4.4 Encounter Structure

We offer our students a variety of encounters, in line with the legal requirements'. Examples of encounters (this is not an exhaustive list and may change depending on the need of specific students and/or cohorts) can be seen in the table below.

	AUTUMN TERM	SPRING TERM	SUMMER TERM
YEAR 8	Community focus week Enrichment activities	Business & Enterprise focus week Visits and talks from industry Enrichment activities	Enrichment activities
YEAR 9	Community focus week Enrichment activities	Business & Enterprise focus week Visits and talks from industry Enrichment activities	Work experience preparation sessions Industry partners meet and greet Enrichment activities
YEAR 10	Work experience preparation sessions Work experience – Block 1 Industry mentorship Post-16 provider visits	Work experience – Block 2 Industry mentorship West Sussex careers fayre West Sussex SEND careers fayre	Work experience – Block 3 Industry mentorship Weekly timetabled college provision

	Weekly timetabled college provision	Weekly timetabled college provision	
YEAR 11	Work experience – Block 4 Post-16 provider open evenings Post-16 applications made Weekly timetabled college provision	Work experience – Block 5 Post-16 provider interviews Post-16 travel training Weekly timetabled college provision University visits	Confirmation of post-16 education and training destinations for all students Post-16 travel training Weekly timetabled college provision

#### **4.5 Live online encounters**

We will consider requests for live online encounters with providers, which may be broadcast into classrooms or during an upper school assembly. We will need to carry out technology checks in advance to make sure systems are compatible to ensure our students do not become dysregulated due to technical issues.

#### **4.6 Granting and refusing provider access requests**

Each access request will be considered on a case-by-case basis. We will grant access requests where there is opportunity for a positive contribution to our careers programme.

#### **4.7 Safeguarding**

Our safeguarding/child protection policy outlines the school's procedure for checking the identity and suitability of visitors. You can find the policy on the school website within the policy section. Education and training providers will be expected to adhere to this policy.

#### **4.8 Premises and facilities**

We will provide an appropriate room, with the necessary equipment providers require to carry out their visit effectively. Details will be agreed with the provider at least 2 weeks prior to any visit.

Providers are welcome to leave a copy of their prospectus or other relevant course literature with us for our students to view/take home following the visit. Providers will be met and supervised by a member of staff who will facilitate their visit.

### **5. Working with parents and carers**

We aim to involve parents, carers and guardians in our careers programme however parents, carers and guardians will not be able to attend the in school event due to the nature of our school. As a result providers will be able to provide further bespoke events and activities at a later date.

If you would like to speak to the school about encounters with providers, please contact your young person tutor and they will be able to deal with your request.

We also welcome feedback from parents and carers to help improve our offer of encounters with providers.

## **6. Student destinations**

Last year, our year 11 students moved to a range of providers after school:

- Chichester College – Worthing Campus
- Chichester College – Shoreham Campus
- Brinsbury College
- Northbrook College
- Plumpton College

## **8. Complaints**

Any complaints related to provider access can be raised following the school complaints procedure, which can be found on the school website.