



TRACKS-Education Policy for
 TRACKS (PRU) School
 And
 Home Tuition

Provider Access Policy

Owner	Hannah Whittaker
Date:	09/05/2018
Management Committee Approval Signature	Paula Howe
Prepared by	Craig Farrell
Next Review	June 2019

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 9 to 11 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 9 to 11 at TRACKS PRU & Home Tuition 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

Within TRACKS Education our full time guidance adviser has built links with all of our local colleges and training providers, all of our students have full access to these providers and attend visits to all colleges and training providers.

Any access request to students can be made direct through our Careers & Guidance Advisor:

Craig Farrell

Tracks Education 21 Owlet Road, Shipley, West Yorkshire.

Email: craig.farrell@tracks-ed.org

Tel: 01274 582995

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:

	Autumn term	Spring term	Summer term
Year 10	Encounters with Employers and also ex students	Inspirational talks from several local Colleges	Visits to local businesses such as law courts and council offices
Year 11	National Careers events at Leeds through Prospects Bradford Champions talks every Friday to link to local Business	Post-16 evening students and parents at Parent group Post-16 taster sessions at all local Colleges Apprenticeships – support with applications from LEP	Access to NCS programme 1-1 transition with College or apprenticeships providers

Please speak to our Careers & Guidance Adviser to identify the most suitable opportunity for you.

4.3 Granting and refusing access

Any access to students will be decided by the school's Careers & Guidance Adviser and Head of School.

Access may be refused if it is felt that the individual or company requesting access will cause damage or harm knowingly or unknowingly.

If an individual or companies views are not within the strict guidelines of TRACKS School or its ethos then permission will be denied.

4.4 Safeguarding

Our Child Protection Policy outlines the school's procedure for checking the identity and suitability of all visitors.

Education and training providers will be expected to adhere to this policy.

Thorough checks are carried out with all individuals and companies before access is given to students.

All visitors are with a member of staff in all visits into TRACKS PRU

4.5 Premises and facilities

- Any individual or companies/Colleges that wish access to TRACKS, will have ample space made available and use of whiteboard and all audio visual technologies
- Colleges and UTCs can leave any marketing or promotional material for courses or individuals/parents.

6. Monitoring arrangements

The school's arrangements for managing the access of education and training providers to students is monitored by Mary Bean (Management Committee).

This policy will be reviewed by Craig Farrell on an annual basis. At every review, the policy will be approved by Mary Bean (Management Committee) and Hannah Whittaker (Head of School).