



Provider Access Policy

Reviewed: October 2026 | **Next review:** October 2027
Careers Leader: S Chomiak | **SLT Careers Link:** T Bhambra

Introduction

This policy statement sets out the school's arrangements for managing the access of providers to pupils at the school for the purposes of giving them information about the provider's education or training offer.

This statement complies with the school's legal obligations under Section 42B of the Education Act 1997 (as amended by the Technical and Further Education Act 2017 and the Skills and Post-16 Education Act 2022), known as the Provider Access Legislation. It has regard to the Department for Education's statutory guidance, Careers guidance and access for education and training providers (updated 2026), and to the Gatsby Benchmarks.

It sets out the procedures for requests for access, the grounds on which requests may be granted or refused, and the premises and facilities the school will provide. It should be read alongside the school's careers programme, Safeguarding and Child Protection Policy and complaints procedure.

The Careers Leader, S Chomiak, is responsible for managing provider access requests and for planning provider encounters within the careers programme. T Bhambra is the member of the Senior Leadership Team (SLT) with oversight of careers, and acts as the link between the careers team and the SLT.

Student entitlement

Students in years 8-13 are entitled:

- To find out about approved technical education qualifications (such as T Levels) and apprenticeship 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 evenings, 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. Every pupil will have at least two encounters during the 'first key phase' (years 8 and 9) and at least two during the 'second key phase' (years 10 and 11). For pupils in the 'third key phase' (years 12 and 13), particularly those who have not yet decided on their next steps, a further two encounters are made available, which pupils may choose whether to attend.

In line with the legislation, the encounters for each key phase can take place at any point in the first year of that phase (years 8, 10 and 12) or between 1 September and 28 February in the second year (years 9, 11 and 13). The school plans its careers programme to meet these deadlines. An encounter counts towards the legal requirement only if it is with a provider of approved technical education qualifications or apprenticeships. Two encounters with the same provider cannot both count within the same key phase, although the same provider may be used in different key phases.

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

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.

Encounters are open to all registered pupils in the relevant year groups, not only selected groups. Most will be face to face; live remote engagement is used where it removes a barrier to access. Encounters may take the form of assemblies, group sessions, options and careers events or taster events. The school will make reasonable adjustments so that pupils with special educational needs and disabilities can take part fully, and will seek feedback from pupils and providers to review the quality of encounters.

Previous Providers

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

- Activate Learning; Bracknell and Wokingham College and Institute of Technology
- Network Rail
- University of Reading
- Oxford Brookes University





- The Army
- Wates Construction
- Health Reach
- Newbury Building Society
- Oracle
- BDO
- Virgin

Destinations of our pupils

Published Department for Education data (October 2025) is the most recent available for The Emmbrook School. It relates to pupils who left in summer 2023 and shows what they were doing after at least two terms (2022/23 leavers). Our year 11 pupils moved on to a range of providers after school:

- Sustained education, apprenticeship or employment – 85%
- Continued in education – 78%
- Apprenticeship – 2%
- Employment – 5%
- Not sustained – 7%

Our year 13 pupils moved on to a range of destinations after school:

- Sustained education, apprenticeship or employment – 93%
- Higher education – 59%
- Apprenticeship – 3%
- Employment – 26%
- Not sustained – 7%

Source: Department for Education destination measures. Percentages are rounded and the categories shown do not cover every sustained destination.

Management of provider access requests

Procedure

A provider wishing to request access should contact *S Chomiak, Careers Leader* or *T Bhambra, SLT Careers Link*

Telephone: 0118 978 4406 or Email: SChomiak@emmbrook.wokingham.sch.uk or TBhambra@emmbrook.wokingham.sch.uk





Requests should be made in writing and should include the name of the provider, the approved technical education qualifications or apprenticeships on offer, the year groups and format proposed, and preferred dates. The Careers Leader will respond as promptly as possible.

Opportunities for access

The school offers the six provider encounters required by law, as set out in our careers programme (published on the school website), and a number of additional events integrated into the programme. We will offer providers an opportunity to come into school to speak to pupils or their parents or carers.

Please speak to the Careers Leader or the SLT Careers Link named above to identify the most suitable opportunity.

The school policy on safeguarding ([please click here](#)) sets out the school's approach to allowing providers into school as visitors to talk to our students.

All provider representatives are visitors to the school and must follow the school's visitor and safeguarding procedures, in line with the statutory guidance Keeping Children Safe in Education.

Granting and refusing access

The school will aim to grant every reasonable request from an education or training provider, and in particular from providers of approved technical education qualifications and apprenticeships, so that all pupils hear about the full range of pathways. The school will not refuse a request solely because the provider offers an alternative to the school's own sixth form.

Access may be refused, deferred or limited where:

- there is a safeguarding concern, or the provider is unable to supply the information needed for the school's visitor checks (please refer to the safeguarding policy);
- the proposed content or conduct would be unlawful or discriminatory, is not appropriate for the age of the pupils, or is inconsistent with the school's duty to provide impartial careers guidance;
- the request cannot be accommodated in the school timetable or because of the availability of rooms and staff, in which case the school will offer an alternative date or format where possible; or
- the provider is unwilling to adhere to this policy or to the arrangements agreed for the visit.





Where a request is refused or deferred, the Careers Leader will explain the reason in writing. Education and training providers are expected to adhere to this policy.

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.

Meaningful remote engagement is also an option, particularly where it removes a barrier to access, and we are open to providers that are able to offer live remote engagement with our pupils.

Providers are welcome to leave a copy of their prospectus or other relevant course literature in the careers section of the school library, which is managed by the Careers Team. This is available to all students at break and lunch times.

Data Protection Statement

Where providers can demonstrate a legitimate requirement for access to pupils' personal data, and the school considers the request appropriate and has a lawful basis for sharing it (seeking consent where required), that data may be shared with the provider in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. Providers must demonstrate their own compliance with data protection legislation. Provider staff and volunteers who have access to pupils' personal information must hold the appropriate Disclosure and Barring Service (DBS) check, or equivalent, where this is required. Access to personal information is restricted to authorised personnel, and only authorised personal information may pass between the provider and the school. Personal information must be securely destroyed once the reason for its use has been completed.

Complaints

Any complaints with regards to provider access can be raised following the school complaints procedure.





Policy review and publication

This policy statement is published on the school website. It is reviewed at least annually by the Careers Leader (S Chomiak) with the SLT Careers Link (T Bhambra), and whenever the relevant legislation or statutory guidance changes.

Date of review – October 2026

Date of next review – October 2027



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