



Provider Access Policy

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 complies with the school's legal obligations under Section 42B of the Education Act 1997.

Student entitlement

Students 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 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 and there will be a minimum of two encounters for pupils during the 'first key phase' (year 8 to 9) and two encounters for pupils during the 'second key phase' (year 10 to 11). For pupils in the 'third key phase' (year 12 to 13), particularly those that have not yet decided on their next steps, there are two more provider encounters available during this period, which are optional for pupils to attend.

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.



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
- Reading University
- Oxford Brooks University
- The Army
- Wates Construction
- Health Reach
- Newbury Building Society
- Oracle
- BDO
- Virgin

Destinations of our pupils

Last year our year 11 pupils moved to range of providers in the local area after school:

- School sixth form – 61%
- College – 31%
- Other sixth form – 8%
- Apprenticeship – 1 student

Last year our year 13 pupils moved to range of providers in the local area after school:

- UCAS – 81%
- Apprenticeship – 5%
- Work – 8%

Management of provider access requests

Procedure

A provider wishing to request access should contact Barbara Martins, Careers Lead/Advisor or Craig Johnson, Assistant Headteacher

Telephone: 0118 978 4406 or Email: BMartins@emmbrook.wokingham.sch.uk or CJohnson@emmbrook.wokingham.sch.uk



Opportunities for access

The school offers the six provider encounters required by law (marked in bold text) and a number of additional events, integrated into the school careers programme. We will offer providers an opportunity to come into school to speak to pupils or their parents or carers.

Please speak to our named members of the Careers Team 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.

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 online engagement is also an option and we are open to providers that are able to provide live online 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.

GDPR Statement

Where Providers can demonstrate a legitimate requirement to be granted access to students' personal data and it is deemed by the school to be an appropriate request, that data may be shared with the Provider on the condition they have demonstrated compliance with Data Protection and/or GDPR legislation. All employees or volunteers of the Provider are subject to Disclosure and Barring checks (or appropriate equivalent) if they have access to personal information. All access to this personal information is restricted to authorised personnel, and only authorised personal information is allowed to pass between the Provider and the School. Personal information is 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.

Date of next review – October 2026

