



Provider Access Policy Statement

OAKWOOD PARK GRAMMAR SCHOOL	
Approval status	Approved
Last reviewed on:	March 2026
Next review due on:	March 2027

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 as outlined in the Department for Education's Statutory Guidance [Careers guidance and access for education and training providers](#) and Ofsted guidance including the latest 'Careers Strategy: making the most of everyone's skills and talents' published December 2017 and the Gatsby Career Benchmarks. 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 7 to 13 for the purposes of informing them about approved technical education, qualifications, or apprenticeships.

Schools must provide a minimum of six encounters with technical education or training providers to all pupils in years 7 to 13 (see more detail in section 2.1 below).

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](#), the [Skills and Post-16 Act 2022](#) and on page 43 of guidance from the Department for Education (DfE) on [careers guidance and access for education and training providers](#) (January 2023).

The school is compliant with the careers guidance that the government sets out for delivery in these documents and in the 'Careers Guidance and Inspiration for Young People in Schools' (April 2017).

This policy shows how our school complies with these requirements.

2.1 The 6 encounters schools must offer to all pupils in years 8 to 13

Schools must offer:

- 2 encounters for pupils during the 'first key phase' (year 8 or 9)
 - All pupils must attend
 - Encounters can take place any time during year 8, and between 1 September and 28 February during year 9
- 2 encounters for pupils during the 'second key phase' (year 10 or 11)
 - All pupils must attend
 - Encounters can take place any time during year 10, and between 1 September and 28 February during year 11
- 2 encounters for pupils during the 'third key phase' (year 12 or 13)
 - Pupils can choose to attend
 - Encounters can take place any time during year 12, and between 1 September and 28 February during year 13

These encounters must happen for a reasonable period during the standard school day. Schools can continue to provide complementary experiences but encounters outside of school hours will not count towards these requirements.

Oakwood Park Grammar School is committed to meeting these requirements and will work with providers to identify the most effective opportunity for them to share information about education and training.

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
- answer questions from pupils.

2.2 Meaningful provider encounters

Our school is committed to providing meaningful encounters to all pupils.

One encounter is defined as one meeting/session between pupils and one provider. As part of our programme, we will consider requests from approved training providers, apprenticeship, technical and vocational educational providers, colleges, and universities to speak to our students. We are committed to providing meaningful encounters to all pupils using the [Making it Meaningful checklist](#). We will also approach providers directly in the planning and organising stages of key career related events throughout the school year e.g. school assemblies, PSHE lessons and enrichment days.

Meaningful online engagement is also an option, and we are open to providers that can provide live online engagement with our pupils.

3. Student entitlement

All students in years 7 to 13 at Oakwood Park Grammar School 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, through options events, assemblies, group sessions and activities and taster events
- Understand how to make applications for the full range of academic and technical courses

4. Management of provider access requests

4.1 Procedure

A provider wishing to request access should contact Mrs Laura West, Careers Lead
Telephone: 01622 726683 or email: lwest@opgs.org

We will then work with providers, on an individual basis, to identify the most effective opportunity for them to share information about education and training opportunities.

4.2 Opportunities for access

A number of events, integrated into our careers programme and the curriculum, will offer providers an opportunity to come into school to speak to students and/or their parents/carers. See table below.

	AUTUMN TERM	SPRING TERM	SUMMER TERM
ALL YEARS	Rolling programme across the academic year - Form time and assembly Careers Education programme in conjunction with Unifrog.		
YEAR 7	Biennial Year 7-13 Careers Fair/Event – all day - employers and apprenticeship providers attending to provide information to pupils	Enrichment Day & Spiral Form Time programme – Introduction to careers Assemblies with external speakers e.g. NAW/NCW	Assemblies
YEAR 8	Biennial Year 7-13 Careers Fair/Event – all day - employers and apprenticeship providers attending to provide information to pupils Enrichment Day employer/provider led sessions	Assemblies with external speakers e.g. NAW/NCW Spiral Form Time Programme dedicated to Careers Off-timetable Enrichment Day sessions dedicated to careers	Assemblies
YEAR 9	Biennial Year 7-13 Careers Fair/Event – all day - employers and apprenticeship providers attending to provide information to pupils Assemblies with external speakers Enrichment Day employer/provider led sessions	Assemblies with external speakers e.g. NAW/NCW Spiral Form Time Programme dedicated to Careers – next phase of learning Key Stage 4 options evening	Assemblies

	AUTUMN TERM	SPRING TERM	SUMMER TERM
YEAR 10	<p>Biennial Year 7-13 Careers Fair/Event – all day - employers and apprenticeship providers attending to provide information to pupils</p> <p>Assemblies with external speakers</p> <p>Post 16 Aspirations & Work experience launch – Parent Event</p>	<p>Off-timetable Enrichment Day sessions dedicated to careers</p> <p>Spiral Form Time Programme dedicated to Careers – transition: GCSE options</p> <p>Assemblies with external speakers e.g. NAW/NCW</p>	<p>Preparation for work experience Form Time activities</p> <p>Employability Skills & Options</p> <p>Year 10 Work Experience</p> <p>5-day placement</p>
YEAR 11	<p>Biennial Year 7-13 Careers Fair/Event – all day - employers and apprenticeship providers attending to provide information to pupils</p> <p>Assemblies with external speakers</p> <p>Post-16 provider open evenings</p> <p>Post-16 apprenticeships assembly</p> <p>Post 16 Evening – Parent Event</p> <p>Meetings with careers adviser Post-16 application support</p>	<p>Meetings with careers adviser post-16 application support</p> <p>Assemblies with external speakers e.g. NAW/NCW</p> <p>Kent Choices & LMI</p>	<p>Destination and progression support</p> <p>Post-16 Transition: moving on</p>
YEAR 12	<p>Biennial Year 7-13 Careers Fair/Event – all day - employers and apprenticeship providers attending to provide information to pupils</p> <p>Enrichment Day Post-18 information sessions – apprenticeships and university options</p> <p>Work Experience briefing</p>	<p>Maidstone Apprenticeship Fair -</p> <p>HE Fair – opportunity for students to meet representatives from UK universities.</p> <p>Sixth Form Careers Evening – opportunity for students and parents to meet with professionals and alumni</p>	<p>Year 12 Higher Education Evening</p> <p>Open days & subject tasters at universities and colleges</p> <p>Year 12 UCAS Days /application support</p> <p>Post-18 Options Presentations</p>

	AUTUMN TERM	SPRING TERM	SUMMER TERM
YEAR 13	<p>Biennial Year 7-13 Careers Fair/Event – all day - employers and apprenticeship providers attending to provide information to pupils</p> <p>Workshops – HE and higher apprenticeship applications</p> <p>Mock interviews for University and Apprenticeship pathways</p>	<p>Enrichment day – employability and independent living skills</p> <p>Employment and Apprenticeships– support with applications</p> <p>Student Finance support</p> <p>Sixth Form Careers Evening – opportunity for students and parents to meet with professional and alumni</p>	<p>Destination and progression support</p> <p>Post-18 Transition: moving on</p>

4.3 Granting and refusing access

Providers are very welcome to make links with the school and should liaise with our Careers Leader, Laura West, to identify suitable opportunities. All requests will be given due consideration by the Careers Lead and Senior Leadership Group and will be considered against the following:

- clashes with other planned activities or visits
- interruptions to preparation for internal and external examinations
- availability of staff, space and resources to host a session
- safeguarding procedures

Once a request has been approved, we will ask providers for a range of information to share with students and parents as necessary, including details and content of presentations to be made.

4.4 Safeguarding

Our safeguarding/child protection policy outlines the school's procedure for checking the identity and suitability of visitors.

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

4.5 Premises and facilities

The school will make available appropriate spaces within the school to facilitate meetings and discussions between providers and students. The school will also make available audio-visual and other specialist equipment to support provider presentations.

- The process for organising and agreeing appropriate facilities will be discussed and agreed in advance of the visit with the Careers Lead
- Providers are encouraged to leave a copy of their prospectus or other relevant course literature in the School Library.

5. Previous providers

Previous Providers have visited the school in recent years through the following activities:

Careers and Higher Education Events, Business Challenge Activities, Career Mentoring, Assemblies, Lunchtime and After-school talks. They include a wide range of local businesses, colleges, universities, alumni, and speakers from our parent community.

6. Pupil destinations

Year 11 pupils 2025: OPGS Sixth Form, other local school sixth forms, local colleges, moved out of area for schooling and apprenticeships.

Year 13 pupils 2025: University, specialist colleges (e.g. Art), Degree and Higher Leaver Apprenticeships, Full-time Employment and School Leaver programmes, Armed Services, Gap Year.

7. Complaints

Any complaints related to provider access can be raised following the school complaints procedure or directly with The Careers & Enterprise Company via provideraccess@careersandenterprise.co.uk

8. Links to other policies

- Careers Guidance Policy

9. Monitoring arrangements

The school's arrangements for managing the access of education and training providers to students are monitored by SLG.

This policy will be reviewed annually.

At every review, the policy will be approved by the governing board.