Harrow High School Provider Access Policy

Approved by Governors Curriculum Committee: Jan 2026

Next Review Date : Spring 2027

Responsible for Review: Kevin Patel

Publish on Website: Yes

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 8 to 13 for the purposes of informing them about approved technical education, qualifications or apprenticeships.

Schools must provide a minimum of 6 encounters with technical education or training providers to all pupils in years 8 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.

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 of time during the standard school day. Schools can continue to provide complementary experiences, but encounters outside of school hours won't count towards these requirements.

Schools must ask each provider to provide the following information as a minimum:

- Information about the provider and the approved qualifications or apprenticeships they offer
- Information about what careers those qualifications and apprenticeships can lead to
- What learning or training with the provider is like
- Answers to any questions from pupils

2.2 Meaningful provider encounters

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

1 encounter is defined as 1 meeting/session between pupils and 1 provider.

Meaningful live online engagement is also an option at our school.

3. Student entitlement

All students in years 8 to 13 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, e.g. through activities and events such as a careers fairs, assemblies 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 Kevin Patel, Deputy Headteacher & Careers Leader

Telephone: 020 8861 7300

Email: careers@harrowhigh.com

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. You can find more information about these opportunities in our Careers Education, Information, Advice, and Guidance policy. The events are usually arranged well in advance so it is essential that providers contact us early in the academic year to be involved in our planning.

Please speak to our Kevin Patel to identify the most suitable opportunity for you.

These events will run in line with any measures related to public health incidents, including COVID-19.

4.3 Granting and refusing access

Access to students will be granted on the understanding that information and guidance offered by providers is related to academic and technical courses, and apprenticeship and training opportunities. Providers will be expected to meet the school's safeguarding requirements which can be found in the Safeguarding Policy Statement accessible on the school website.

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 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 appropriate member of the careers team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature either with the Careers Coordinator, who will ensure they are distributed to key staff, and are displayed in the Library, and/or Sixth Form Common Room.

5. Previous providers

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

- Stanmore College
- Harrow College
- Uxbridge College
- West Herts College
- London Apprenticeships Hair Academy
- Brunel University
- Middlesex University
- Oxford University
- University of Hertfordshire
- University of Westminster
- UCL
- QMUL
- BT
- Barclays
- PwC
- NHS

6. Pupil destinations

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

- Harrow High School
- Stanmore College
- Harrow College
- West Herts College
- College of North West London

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

- Brunel University
- Middlesex University
- University of Westminster
- University of Hertfordshire
- UCL
- LSE
- QMUL

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

Outline any links to other policies you have, such as:

- Safeguarding/child protection policy
- Careers Education, Information, Advice, and Guidance policy
- Complaints policy

9. Monitoring arrangements

The school's arrangements for managing the access of education and training providers to students are monitored by Kevin Patel, Deputy Headteacher

This policy will be reviewed by the Careers Leader, annually.

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