



<b>Name of Document</b>	Provider Access Policy
<b>DfE Guidance Statutory / Recommended</b>	Recommended
<b>Description of Content</b>	Arrangements for managing the access of providers to pupils at the school
<b>Reviewing committee</b>	School
<b>Assigned Review Period</b>	1 year
<b>Date of Next Review</b>	June 2026
<b>Model Policy? Yes Or No</b>	From DfE example of a policy statement on provider access.

<b>Version Number</b>	<b>Review Date</b>	<b>Amendment Details</b>
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1.1		Pdf version
1.2		No changes
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1.4		Minor changes
1.5		Approved by SLT
1.6		No change
1.7	22/11/2022	Approved by SLT
1.8		
1.9	06/07/2023	Approved by SLT

## **WOODLANDS SCHOOL: PROVIDER ACCESS POLICY**

### **Introduction:**

This policy statement sets out Woodlands School's arrangements for managing the access of providers to the school for the purpose of giving our pupils and their parents or carers information about the provider's education, training or social care offer. This complies with the school's legal obligations under Section 42B of the Education Act 1997.

### **Pupil Entitlement:**

All pupils in years 8 -14 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, training and social care options available at each transition point. However, all of our pupils at Woodlands are currently working below the levels of technical education qualification.
- To hear from a range of local providers about the opportunities they offer including technical education and apprenticeships – through options/ transition events, assemblies and group discussions and taster events. For Woodlands pupils these providers will most likely be local specialist colleges and adult social care providers. To understand how to make applications for the full range of academic and technical courses and social care placements. . For Woodlands pupils, their parents and carers will be kept informed about how to apply for places at the different post 16 and 19 providers as it is they who will be making the applications on the behalf of the pupils in the majority of cases.

**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. At Woodlands the majority of encounters will also be made available to the pupils' parents, carers or advocates.**

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, apprenticeships or social care activity that the provider offers
- explain what career or transition routes those options could lead to
- provide insights into what it might be like to learn, train or engage with services with that provider  
(including the opportunity to meet staff, pupils or service users from the provider)
- answer questions from pupils and parents or carers.

### **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 using the “Making it meaningful checklist”.

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

### **Previous providers**

In previous years, our pupils have had encounters with the following providers in the local area.

- The Woodlands Centre at Merrist Wood College, NESCOL college, St Piers College, East Surrey College, Orchard Hill College, Nash College, Oak Tree Farm Care, My Time, Surrey Choices, Leatherhead Link at Mencap, Freewheelers theatre company and The Grange in Bookham

These encounters have been tailored to meet the needs of our pupils and have included open days, taster days and educational/ curriculum visits.

Pupils in year 11 upwards were invited to attend the Surrey SEND transition fair in March 2025 along with their parents and carers.

### **Destinations of our pupils:**

Recent leavers have successfully transitioned to the following providers:

Merrist Wood College, Orchard Hill College, St Piers College and The Orpheus Centre for post 19 provision and Fox Grove School and Meldreth Manor for 6<sup>th</sup> post 16 provision.

### **Management of provider access requests:**

#### **Procedure:**

A provider wishing to request access should contact:  
Ailsa Rea (Careers Leader)

Telephone: 01372 377922

Email: [ailsa.rea@woodlands.surrey.sch.uk](mailto:ailsa.rea@woodlands.surrey.sch.uk)

### **Opportunities for Access:**

The school will offer the six provider encounters required by law 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 in addition to arranging external visits to providers where these are deemed more meaningful and appropriate. These might include:

- Transition events and coffee mornings run by the county transition team
- Transition reviews.
- College links, open days and taster sessions.
- Termly careers events attended by external providers.
- Talks in assemblies led by providers.
- Parents’ evenings.

- External work experience activities for pupils.

- Tours of the school.

Please speak to our Careers Leader to identify the most suitable opportunity for you

We welcome providers to contact the school to meet with us to see how might be able to support our pupils' transition pathway from Woodlands School in to further education, social care settings or the world of work. Providers can also request to be considered for inclusion in the annual "Preparing for Adulthood: A Guide to Transition Beyond Woodlands" transition pack

**Premises and Facilities:**

- The school will make the upper school hall, classrooms or private meeting rooms available for discussions between the provider and pupils as appropriate to the activity. The school will also make available Audio/Visual or other specialist equipment to support provider presentations. Woodlands school staff will be available, where required, to support pupils. This will all be discussed and agreed in advance of the visit with the Careers Leader or a member of the school 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 or provision literature for the careers resource area within the school or to be circulated to parents and carers.
- The careers resource area is accessible for all pupils.

All external provider access visits to the school will follow the school's current safeguarding procedures.

**Complaints:**

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