



**King James's School & Boroughbridge High School Federation  
POLICY STATEMENT**

## **Provider Access Policy**

Policy last reviewed (date)	January 2026
Ratified by Governors (date)	February 2026
Next policy review due (date)	January 2027
Due for review by Governors (date)	February 2027
Staff Lead	Assistant Head / Careers Lead

**MISSION STATEMENT:**

It will be used in an efficient and effective manner by managing the access of providers to pupils at Boroughbridge High School and King James's School for the purpose of giving them information about the provider's education or training offer (Baker Clause).

**Significant revisions since the last review:**

Updated Careers Team information.

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## Section 1: Introduction

High quality careers education and guidance in school or college is critical to young people's futures. It helps to prepare them for the workplace by providing a clear understanding of the world of work including the routes to jobs and careers that they might find engaging and rewarding. It supports them to acquire the self-development and career management skills they need to achieve positive employment destinations. This helps students to choose their pathways, improve their life opportunities and contribute to a productive and successful economy.

As the number of apprenticeships rises every year, it becomes increasingly important that all young people have a full understanding of all the options available to them post-16 and post-18 including wider technical education options such as T-Levels and Higher Technical Qualifications.

This policy statement sets Boroughbridge High School and King James's School endeavour to ensure that all students are aware of all routes to higher skills and are able to access information on technical options and apprenticeships (The Department of Education, July 2021: "Baker Clause": supporting students to understand the full range of education and training options, and the Provider Access Legislation, January 2023).

This complies with the school's legal obligations under:

- Section 42B of the Education Act 1997
- Section 72 of the Education and Skills Act 2008

## Section 2: Aims

The Federation policy for Access to other education and training providers has the following aims:

- To develop the knowledge and awareness of our students of all career pathways available to them, including technical qualifications and apprenticeships.
- To support young people to be able to learn more about opportunities for education and training outside of school before making crucial choices about their future options.
- To reduce drop out from courses and avoid the risk of students becoming NEET (Young people not in education, employment or training).

## Section 3: Student Entitlement

The Federation fully supports the statutory requirement for students to have direct access to other providers of further education training, technical training and apprenticeships. The Federation will comply with the new legal requirement to put on at least six encounters with providers of approved technical education qualifications or apprenticeships. This will be done at relevant points during the academic year, **within the school day**. Providers attend careers events at both schools, please see our Careers Programme on the Careers page of our respective school websites, for more details. [www.boroughbridgehigh.com](http://www.boroughbridgehigh.com) or [www.king-james.co.uk](http://www.king-james.co.uk)

All pupils in years 8-11 at Boroughbridge High School and years 8 – 13 at King James’s School 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 events, assemblies and group discussions and taster events;
- to understand how to make applications for the full range of academic and technical courses.

At Boroughbridge High School and King James’s School we encourage all pupils, including pupils in Year 7, to participate in our Careers Education programme so we would also include those pupils in any activities which a provider would like to offer therefore providing access to all pupils in all year groups.

## Section 4: Outcomes

A provider wishing to request access should contact a member of the Careers Team:-

### **Boroughbridge High School:**

- Mrs Penny Town - Associate Assistant Headteacher/ SENCo/Careers Lead Tel: 01423 323540, Email: [ptown@boroughbridgehigh.com](mailto:ptown@boroughbridgehigh.com)

### **King James’s School:**

- Miss Laura Baker - **Assistant Headteacher Personal Development & Careers** /Career Lead: Tel: 014233 866061, Email: [bakerl@king-james.co.uk](mailto:bakerl@king-james.co.uk)

## Section 5: Opportunities for Access

Access will be given for providers to attend during school assemblies, timetabled Careers or Life lessons, and Careers or Raising Aspirations events that Boroughbridge High School or King James’s School arrange. These will be open to parents and carers too in some cases. Students may also travel to visit another provider as part of the trip to be organised in partnership with Boroughbridge High School or King James’s School.

These include:

- Assemblies to a specific year group or mix of year groups
- Talks to smaller groups of pupils
- Stands at careers fair, or at Options and Information Evenings
- Mock Interviews, employability workshops, and sessions with all types of Post-16 education and training providers including but not limited to local colleges, sixth forms, universities and apprenticeship providers.
- Mentoring work with small groups of pupils.
- Involvement in extra-curricular activities such as clubs, trips, events, etc.
- Work experience placements.

Whilst external providers are working in school, they will operate according to (and be subject to) the policies and procedures of the Federation, for example with regard to safeguarding, child protection, health & safety and data management.

We welcome providers wishing to communicate with our pupils, staff and parents/carers specifically about the following areas:

- Types of qualification including, but not limited to, A-Levels, Vocational awards, technical awards, apprenticeships, degrees.
- Routes into employment
- Continuing in education and training
- Raising awareness of career sectors
- Raising aspirations
- Labour market information – job market and key local sectors
- Employer expectations
- Employability skills
- Support in applications including but not limited to course, apprenticeship, university and employment applications
- Additional support for transitions into Further Education, Higher Education, Apprenticeships, other training opportunities and employment. This can include financial, emotional and practical support for more vulnerable pupils.

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

## **Section 6: Premises and Facilities**

The schools will provide a suitable space for discussions between the provider and students, which could include Main Hall, classrooms, Library or meeting rooms dependent upon the planned activity.

The schools will also make AV equipment available to support provider presentations. All arrangements and necessary resources will be discussed and agreed with the careers team in advance of the visit. The Careers & Premises Teams will work closely with the provider to ensure the facilities are appropriate to the audience. Appropriate safeguarding checks will be carried out. Providers will be met and supervised by a member of the Careers Team who will facilitate.

Providers are welcome to leave copies of their prospectus or any other relevant course literature for use by pupils as a careers resource. Please liaise with the Careers Team. These resources will be available to all students through the library or within the Careers office/hub. Copies of posters and other relevant materials can also be given. Where appropriate these will be displayed within the careers area and/or added to the school website. Additionally, where appropriate copies of presentations or links to websites can also be added to the school website for use by pupils and parents/carers.

**Live/Virtual encounters**

Boroughbridge High School and King James's School will consider live online encounters with providers where requested, and these may be broadcast into classrooms or the school assembly hall. Technology checks in advance will be required to ensure compatibility of systems.

**Section 7: Complaints Procedure**

Any complaints about this policy should be raised with the relevant contact listed below who will raise the complaint with the respective Headteacher.

**Boroughbridge High School:**

- Mrs Penny Town - Associate Assistant Headteacher/ SENCo/Careers Lead Tel: 01423 323540, Email: [ptown@boroughbridgehigh.com](mailto:ptown@boroughbridgehigh.com)

**King James's School:**

- Miss Laura Baker - Assistant Headteacher/Director of KS4/Career Lead: Tel: 014233 866061, Email: [bakerl@king-james.co.uk](mailto:bakerl@king-james.co.uk)

**Appendix 1:****Providers who have been invited into Boroughbridge High school and King James's School to date include:**

Askham Bryan College  
York College  
Harrogate College  
Leeds City College

**Destinations of previous pupils from Boroughbridge High school and King James's School include:**

Askham Bryan College  
Harrogate College  
York College  
Leeds City College