



# Provider Access Policy Statement for Hillingdon Manor School

## 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.

## 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 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](#).

This policy shows how our school complies with these requirements.

## Student entitlement at Hillingdon Manor School

All students in years 7 to 14 at Hillingdon Manor School are entitled to:

- Find out about technical education qualifications, Supported Internships 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, Supported Internships and Apprenticeships;
- Understand and supported to make applications for the full range of academic and technical courses.

## **Management of Provider Access Requests Procedure**

A provider wishing to request access should contact Mitzi Smith, EHCP & Transition Officer.  
Telephone: 01895 813679  
Email: [mitzi.smith@hmschool.org.uk](mailto:mitzi.smith@hmschool.org.uk)

### **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. This can be found in the Careers Programme for Hillingdon Manor School.

Please do speak to Mitzi Smith to identify the most suitable opportunity for you.

### **Safeguarding**

Our safeguarding 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.

### **Links to other policies**

All policies can be found here: [Policies - Hillingdon Manor School](#) including:

- Safeguarding.
- Careers Programme.

### **Monitoring arrangements**

The school's arrangements for managing the access of education and training providers to students is monitored and reviewed at least annually by Mitzi Smith. At every review, the policy will be approved by Lorna Davies-Bailey, Executive Head Teacher and School Governor for Careers (to be assigned).

The following people have responsibility for this Provider Access Policy:

Lorna Davies-Bailey: Regional Director / Chair of Governors

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Mitzi Smith: EHCP & Transitions Officer

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Telephone: 01895 813679

Date written: March 2021

Last Reviewed: January 2025

Next review date: January 2026