HOULTON SCHOOL

Provider Access Policy Statement

February 2026

Proud to be part of the Transforming Lives EDUCATIONAL TRUST

Innovation, Aspiration and Excellence

Provider Access Policy Statement

(aligned with Careers Information and Guidance Policy)

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1. Rationale

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 pupils 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.

2. Commitment

Houlton School is committed to ensuring there is an opportunity for a range of education and training providers to access pupils, for the purpose of informing them about approved technical education qualifications and apprenticeships. Houlton School is fully aware of the responsibility to set pupils on the path that will secure the best outcome which will enable them to progress in education and work and give employers the highly skilled people they need. That means acting impartially, in line with the statutory duty, and not showing bias towards any route, be that academic or technical.

Houlton School endeavors to ensure that all pupils 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: supporting pupils to understand the full range of education and training options, and the Provider Access Legislation, January 2023).

3. Aims

Houlton School's policy for access to other education and training providers has the following aims:

- to develop the knowledge and awareness of our pupils 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; and
- to reduce drop-out from courses and avoid the risk of pupils becoming NEET (Young people not in education, employment or training).

4. Pupil entitlement

Houlton School fully supports the statutory requirement for pupils to have direct access to other providers of further education training, technical training and apprenticeships. The school 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 in assemblies in National Apprenticeship Week and National Careers Week, in addition to providers attending careers events at school.

5. Development

This policy has been developed and is reviewed annually by the Trust Head of Careers and Head Teacher based on current good practice guidelines by the Department for Education.

6. Links with other policies

It supports and is underpinned by key school policies including those for Careers, Child Protection, Equality and Diversity, and SEND.

7. Equality and diversity

Access to other providers is available and promoted to allow all pupils to access information about other providers of further education and apprenticeships. Houlton School is committed to encouraging all pupils to make decisions about their future based on impartial information.

8. Requests for access

Requests for access should be directed to Lorraine Cunliffe, Trust Head (of Sixth Form and Careers), who may be contacted by telephone on 01788 593300 or email cunliffel@houlton.tlet.org.uk

9. Grounds for granting requests for access

Access will be given for providers to attend during school assemblies, timetabled careers lessons, scheduled career guidance appointments and careers or raising aspirations events that Houlton School is arranging. Pupils may also travel to visit another provider as part of organised trips.

10. Details of premises or facilities to be provided to a person who is given access

Houlton School will provide an appropriate room or assembly hall to be agreed. All rooms have computers, projectors and screens provided. Computer rooms can also be arranged. The school will organise this, working 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 Houlton School careers team who will facilitate the activity.

11. Live/Virtual encounters

Houlton School will consider live online encounters with providers where requested, and these may be in classrooms or the school assembly hall. Technology checks in advance will be required to ensure compatibility of systems. The TLET IT team will support the facilitation of such an event or activity.

12. Parents and Carers

Parental involvement is encouraged, notes following the careers guidance meetings will be available to parents/carers on the Unifrog platform and parents will be sent information about careers events involving different providers in advance of the event. Events will also be promoted on the school's social media as well as the school newsletter.

13. Management

The Head of Careers coordinates all provider requests and is responsible to her senior management line manager ie. the Executive Principal.

14. Complaints Procedure

Any complaints about this policy should be raised to the Head of Houlton School under the TLET Complaints Policy which can be found here: https://www.tlet.org.uk/assets/TLET-Complaints-Policy-April-2022.pdf

15. Monitoring review and evaluation

This localised policy is monitored and evaluated annually via the academy leadership team.

16. Appendix

Providers who have been invited into Houlton School to date include:

UTC Silverstone

WMG Coventry Academy

Warwickshire College group (all campuses)

BOA Birmingham (all schools)

Solihull College

17. Destinations of previous pupils from Houlton School include:

Year 11 Destinations Class of 2026