

# Provider Access Policy

**Approved by:** Local Governing Committee **Date:** 12/05/2026

**Next review due by:** 31/01/2027

## Provider Access Policy 2025/2026

This policy identifies how as a school we will support young people to transition effectively from school. Due to the diversity of the school community this will look different for the varied groups of pupils.

### Aims:

- To provide broad and balanced opportunities linked to next steps for young people to support choice making based on experiences (Aspiration)
- To plan effective transitions to new providers for young people moving on from the school including supporting with applications and sharing of information

### All pupils are entitled to:

- Information about qualifications and opportunities linked to their next stages in life that are accessible based on their individual needs.
- Opportunities to meet with and experience the work of local businesses, colleges, training providers and life choices organizations
- Open discussions about their next steps with young people, families, transition social workers, school staff, identified professionals working with the young person and any other people identified by the young person
- A Path Plan that focuses on preparing young people for adulthood and supporting them to understand the next steps to help them achieve their future aspirations.
- Support to apply for places at college through an identified member of school staff.

### Management of provider access requests:

As a special school we work hard to ensure that pupils understand the choices that they make. Due to this we have very positive links with local college providers, employers and life choice organisations. A provider wishing to request access should contact Tim Lees (Careers Lead) Telephone: 01530831899 Email: [tlee@forestway.leics.sch.uk](mailto:tlee@forestway.leics.sch.uk) or alternatively the main school email [forestway@forestway.leics.sch.uk](mailto:forestway@forestway.leics.sch.uk)

### Opportunities for access:

There are a number of opportunities for access that take place throughout the school year which provide access to children, young people and their families.

<b>EYFS / Key Stage 1</b>	<ul style="list-style-type: none"> <li>• Structured role play incorporated into the classroom to give pupils the opportunity to explore different jobs, the uniforms people wear and the tools that they use</li> <li>• Visits from various Professionals in their work uniform to talk about their jobs.</li> </ul>
<b>Key Stage 2</b>	<ul style="list-style-type: none"> <li>• Visits from local businesses</li> <li>• Visits to local businesses to find out what they do</li> <li>• Shopping, cooking</li> <li>• Knowing local area</li> </ul>



<p><b>Key Stage 3, 4 and 5</b></p>	<ul style="list-style-type: none"> <li>• Visits from and to local businesses, life choices organisations, colleges and motivational speakers, employer engagement activities and workshops</li> <li>• Vocational pathways qualifications</li> <li>• Vocational pathway link visits to explore careers linked to pathways or to have special demonstrations from people</li> </ul>
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	<ul style="list-style-type: none"> <li>• School based work experience opportunities</li> <li>• Information sharing events at parents evening including local colleges and life choices organisations</li> <li>• Day visits to a range of local colleges - special and mainstream providers all pupils will visit multiple colleges</li> <li>• Visits to careers and jobs fairs</li> <li>• Accessing the community</li> </ul>
<p><b>Key Stage 5</b></p>	<ul style="list-style-type: none"> <li>• Internal work experience opportunities across the school • External work experience (where appropriate - supported and independent access) - completed as a ½ or full day weekly placement or as a block placement</li> <li>• Work experience tasters</li> <li>• CV writing and mock interviews (as appropriate) delivered by local business/organisations</li> <li>• Independent living skills and visits with providers</li> <li>• Travel Training</li> <li>• Day visits to a range of local colleges - special and mainstream providers - all pupils will visit multiple colleges</li> <li>• College taster sessions</li> <li>• Exploration and Transition visits to life choice organisations offered</li> <li>• Visits to Job Centre</li> <li>• Use of JED software: access to the National Careers Service website; access to the Government Apprenticeship &amp; Traineeship websites</li> <li>• Sports Leadership Programme</li> <li>• Duke of Edinburgh Award Scheme</li> <li>• Enterprise activities</li> </ul>

<p><b>All pupils</b></p>	<ul style="list-style-type: none"> <li>• Provider information shared through school communication system and on social media</li> <li>• Support with interviews and interview preparation and applications.</li> <li>• Transition support (tailored to individual pupil and family needs) • Invitation to attend school Transitions Evening to explore services/providers post 16</li> <li>• Curriculum learning linked to careers – key employability skills embedded in curriculum and form pupil targets.</li> <li>• Friends and Family of Forest Way - to provide families with information about next steps and what services are available to them • School student council – self advocacy</li> <li>• Involvement with fundraising &amp; charity work</li> <li>• Annual reviews – careers need tailored and linked to EHCPs - pathways and progression routes etc discussed</li> <li>• Parents’ evenings</li> <li>• Accessing different aspects of the community eg sport/leisure, shopping, church</li> <li>• Local labour market information shared on school website</li> <li>• Educational visits incorporate careers in some capacity</li> </ul>
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We encourage all of our pupils to try and explore a range of opportunities to ensure that they can be involved in decision making based on a clear understanding of what is on offer.

### **Premises and Facilities:**

When setting up opportunities for providers to access young people and their families we make every effort to supply all of the items and space requested. For some of the opportunities that we provide we use off site facilities.

Providers are welcome to leave information about their services which will be located in the library so that young people can access them independently and/or with the support of staff.

### **Approval and renewal:**

Approved: Forest Way School Trustees May 2024.

Next Review April 2026

### **Other policies to link in:**

Offsite Visits Policy

Careers Policy