

The 3-18 Education Trust

Provider Access Policy Statement St Martins School

‘Every individual is in a great school.’

Approved: Spring Term 2026
Review: Spring Term 2027

www.3-18education.co.uk



Our Mission

To celebrate the diverse nature, culture and identity of our individual schools, whilst collaborating and enjoying the benefit of the team.

Our Values

Compassionate

To show care and understanding towards others.

Accomplished

To provide high quality education and training for all.

Resilient

To be solution focused and able to intelligently manage challenges.

The 3-18 Education Trust

101 Longden Road
Shrewsbury
SY3 9PS

Company Number: 08064698

Policy Monitoring and Review

Monitoring

The Trust's arrangements for managing the access of education and training providers to pupils are monitored by Claire Jones This policy will be reviewed by Claire Jones, Deputy CEO, annually and approved by the board of trustees at every review.

Review

Member of Staff Responsible	Chief Executive Officer
Relevant Guidance/Advice/Legal Reference	The Key/DfE
Policy Adopted By	Board of Trustees
Date of Policy	Spring Term 2026
Review Period	Annually
Date of Next Review	Spring Term 2027

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1. Aims

At The 3-18 Education Trust (the Trust), we aim to provide all pupils from year 8 to 13 with meaningful opportunities to explore a wide range of future options.

This policy statement aims to set out the arrangements for managing the access of education and training providers to pupils 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

The trust aims to:

- Develop knowledge and awareness among our pupils of all career pathways available to them, including technical qualifications and apprenticeships
- Support pupils in learning more about opportunities for education and training outside of school, before they make crucial choices about their future options
- Reduce drop-out from courses and avoid the risk of pupils becoming NEET (not in education, employment or training)
- The requirements and entitlements in section 2 apply to every secondary school in the trust. Sections 3, 4, 5, 6 and 7 set out the details for the named school adopting the policy.

2. 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 provide a minimum of 6 encounters with technical education or training providers to all pupils in years 8 to 13 (see more detail in section 2.1 below).

Schools must also have a policy statement that outlines the circumstances in which education and training providers will be given access to these pupils.

This is outlined in:

- Section 42B of the [Education Act 1997](#)
- [Education and Skills Act 2008](#)
- [The School Information \(England\) Regulations 2008](#)
- The [Skills and Post-16 Education Act 2022](#)
- Guidance from the Department for Education (DfE) on [careers guidance and access for education and training providers](#).

2.1. This policy shows how the trust complies with these requirements across our schools.

3. Pupil entitlement

All pupils in years 8 to 13 at St Martins School are entitled to:

- Find out about further education training, technical education qualifications 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 and apprenticeships, (including options events, assemblies and group discussions and taster events).
- Understand how to make applications for the full range of academic and technical courses
- Have a minimum of 6 encounters with providers

These encounters must happen for a reasonable period of time during the standard school day. As a school we can provide complementary experiences but encounters outside of school hours won't count towards these requirements.

To comply with the statutory requirement the St Martins School offers:

- A minimum 2 provider encounters for pupils during the 'first key phase' (year 8 or 9) which all pupils must attend. Encounters can take place any time during year 8, and between 1 September and 28 February during year 9.
- 2 encounters for pupils during the 'second key phase' (year 10 or 11) which all pupils must attend. Encounters can take place any time during year 10, and between 1 September and 28 February during year 11.

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

Pupils in year 8 and 9

All pupils in these year groups are offered:

- 2 encounters with education and training providers
- All pupils must attend
- Encounters can take place any time during year 8, and between 1 September and 28 February during year 9

Pupils in year 10 and 11

All pupils in these year groups are offered, as a minimum:

- 2 encounters with education and training providers
- All pupils must attend
- Encounters can take place any time during year 10, and between 1 September and 28 February during year 11

Meaningful encounters with providers

Our school is committed to providing meaning encounters for all pupils.

A meaningful encounter:

- Is where the pupil can explore what it is like to learn, develop and succeed in that environment
- Involves meeting both staff and learners/trainees
- Has a clear purpose
- Is underpinned by learning outcomes that are appropriate to the needs of the pupil
- Involves a 2-way interaction between the pupil and the provider
- Includes information about the provider, such as their recruitment and selection processes, the qualifications that provider offers and the careers these could lead to
- Describes what learning or training with the provider is like

- Is followed by opportunities for the pupil to reflect on the insights, knowledge or skills gained through the encounter
- Management of provider access requests

Procedure

At St Martins School, a provider wishing to request access should contact the member of staff listed below who is responsible for managing access opportunities to identify the most suitable opportunity.

- A provider wishing to request access should contact Hannah Weaver, Assistant Head
- Telephone: 01691 776500
- Email: hannah.weaver@stm.318education.co.uk

Information we ask from providers

As a school we ask each provider to provide the following information for our pupils:

- Information about your provision and the approved qualifications or apprenticeships you offer
- Information about what careers those qualifications and apprenticeships can lead to
- What learning or training with you is like
- Answers to any questions from pupils

Opportunities for access

At St Martins School 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:

	AUTUMN TERM	SPRING TERM	SUMMER TERM
YEAR 8	North Shropshire College talk	Assemblies from a range of different employers including SP Energy.	Assemblies from a range of different employers
YEAR 9	Careers fair at St Martins School	Royal Navy careers talk Talks from In-Comm training (independent training provider)	Assemblies from a range of different employers
YEAR 10	Careers fair at St Martins School and Moreton Hall School. Assemblies from a range of different employers	Taster event at RJAH.	Work experience Mock interview day with a range of employers and providers.

	AUTUMN TERM	SPRING TERM	SUMMER TERM
YEAR 11	<p>Careers fair at St Martins School</p> <p>Further education talks from Thomas Adams, Marches School, North Shropshire College and Coleg Cambria.</p> <p>Taster day at NSC and Thomas Adams.</p> <p>Independent careers interviews.</p>	<p>Talks from In-Comm training (independent training provider)</p> <p>Independent careers interviews.</p>	

Live online encounters

We will consider requests for live online encounters with providers, which may be broadcast into classrooms or the school assembly hall. We will need to carry out technology checks in advance to make sure systems are compatible.

Granting and refusing provider access requests

Each access request will be considered on a case-by-case basis. We will grant access requests where there is opportunity for a positive contribution to our careers programme.

Safeguarding

Our safeguarding/child protection policy outlines the school's procedure for checking the identity and suitability of visitors. You can find the policy at <https://www.stmartins3-16.org/media/5479/child-protection-and-safeguarding-policy-25-26.pdf>. Education and training providers will be expected to adhere to this policy.

Premises and facilities

We will provide an appropriate room or assembly hall, with the necessary equipment providers require to carry out their visit effectively – details will be agreed with the provider. Providers are welcome to leave a copy of their prospectus or other relevant course literature with our reception team or Hannah Weaver. Providers will be met and supervised by a member of staff who will facilitate their visit.

4. Working with parents and carers

We aim to involve parents and carers in our careers programme and welcome your attendance at encounters with providers in school. Our careers events are advertised in the newsletter or via email directly to parents and carers. If you would like to speak to the school about encounters with providers, please contact Hannah Weaver at hannah.weaver@stm.318education.co.uk or reception@stm.318education.co.uk. We also welcome feedback from parents and carers to help improve our offer of encounters with providers through discussions at parent evening, emails and surveys.

5. Previous providers

In previous terms/years we have invited the following providers from the local area to speak to our pupils:

- AICO
- Natures Safe
- SP Energy
- NSC
- Coleg Cambria
- Work Pays/Ask
- Robert Jones and Agnes Hunt Hospital Trust
- Thomas Adams
- Moreton Hall

6. Pupil destinations

Last year, our year 11 pupils moved to a range of providers after school most pupils went onto Coleg Cambria and North Shropshire College with a small number going to sixth forms including The Marches and Thomas Adams. We also had pupils for the first time attend the Army Foundation College.

7. Complaints

Any complaints related to provider access can be raised following the school complaints procedure <https://www.stmartins3-16.org/media/5485/complaints-policy.pdf>

Any complaints related to provider access can be raised following the Trust's Complaints Procedure or directly with The Careers & Enterprise Company via provideraccess@careersandenterprise.co.uk

8. Links to other policies

Safeguarding/child protection policy <https://www.stmartins3-16.org/media/5479/child-protection-and-safeguarding-policy-25-26.pdf>

Complaints policy <https://www.stmartins3-16.org/media/5485/complaints-policy.pdf>

Equality and diversity policy <https://www.stmartins3-16.org/media/5214/t3et-equality-diversity-inclusion-policy-2024.pdf>

SEND policy <https://www.stmartins3-16.org/media/5481/special-educational-needs-and-disabilities-send-policy.pdf>