

# St Alban's Catholic High School



## Provider Access Policy - Careers

Date of Approval: 8<sup>th</sup> December 2025  
Recommission Date: September 2026

## **Introduction**

This document sets out the school's arrangements for managing the access of providers to pupils at the school for the purpose of giving them information about the provider's education or training offer. This complies with the school's legal obligations under Section 42B of the Education Act 1997.

## **Pupil entitlement**

All pupils in years 7-13 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.

## **Management of provider access requests**

### **Procedure**

A provider wishing to request access should contact Mrs Michelle Shemming our Careers Lead

Telephone: 01473 726178

Email: [mshemming@stalbans-staff.org](mailto:mshemming@stalbans-staff.org)

### **Opportunities for access**

The school offers a comprehensive Careers Education, Information, Advice and Guidance programme and an overview of this programme can be seen in the careers section which can be found on the school's website <https://www.st-albans.suffolk.sch.uk/page/?title=Careers&pid=322>

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

The school will make a suitable space available for discussions between the provider and students, as appropriate to the activity. The school will also make available ICT and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Leader or a member of their team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature with the Careers Lead so that they can be displayed in the Careers Room and / or Sixth Form.

## **Safeguarding**

The school's policy on Safeguarding and Child Protection sets out the school's approach to allowing providers into school, as visitors, to talk to our students. You can view the policy [https://www.st-](https://www.st-albans.suffolk.sch.uk/site/data/files/documents/policy%20documents/school%20policies/97F24AB381F7B68D304450FD3C461067.pdf)

[albans.suffolk.sch.uk/site/data/files/documents/policy%20documents/school%20policies/97F24AB381F7B68D304450FD3C461067.pdf](https://www.st-albans.suffolk.sch.uk/site/data/files/documents/policy%20documents/school%20policies/97F24AB381F7B68D304450FD3C461067.pdf)