Manor House School Provider Access Policy

Published: October 2026
Next Review: October 2027

Rationale

High-quality careers education and guidance at Manor House are 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 helps them to acquire the self-development and career management skills they need to achieve positive employment destinations. This helps students 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.

Commitment

The school is committed to ensuring there is an opportunity for a range of education and training providers to access students, for the purpose of informing them about approved technical education qualifications and apprenticeships.

The school is fully aware of the responsibility to set students 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 statutory duty, and not showing bias towards any route, be that academic or technical.

The school endeavors to ensure that all students 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: “Baker Clause”: supporting students to understand the full range of education and training options, and the Provider Access Legislation, January 2023).

Aims

The school policy for access to training providers and technical education has the following aims:

- To develop our students' knowledge and awareness 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 school before making choice about their future options.
- To reduce drop out form courses and minimise the risk of student becoming NEET (not in education employment or training)
- To support students and their families make informed decisions about their future employment & education opportunities.

Student Entitlement

The school fully supports the statutory requirement for students to have direct access to other providers of further education, technical training and apprenticeships.

The school will comply with the legal requirement to put on at least six encounters with providers of approved technical education qualifications or apprenticeships.

This will be done through external visits, presentations in school and the school curriculum.

Development

This policy has been developed and is reviewed annually by the Careers Lead and Line Manager based on current good practice guidelines by the Department for Education.

Links with other policies

This policy supports and is underpinned by key school policies including those for Careers and Employability and our Equality and Diversity Policy.

Equality and Diversity

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

As a specialist SEMH school, Manor House recognises that students may require a personalised approach to successful provider engagement. Provider encounters are therefore adapted where appropriate, to meet students' aspirations, interest and individual support needs. This may include individual provider visits, support college interviews, enhanced transition visits and the engagement of specialist colleges.

Requests for access

Requests for access should be directed to Pippa Mundy, Careers Lead. Pippa may be contacted by telephone or email: philippa.mundy@acornmanorhouseschool.co.uk, Tel: 01403 790939.

Access will be given for providers to attend during the school timetable, timetabled life skills lessons or relevant subject lessons in addition to whole school careers events facilitated by Manor House.

Students will also travel to visit providers as part of educational trips organised in partnership with the school. On discussion, the school can provide an appropriate room, laptop computers can also be arranged. The Careers Lead will work closely with the providers to ensure the facilities are accessible. Providers will be supervised by a member of the Manor House staff team.

Live/Virtual encounters

The school will consider live online encounters with providers where requested, and these may be broadcast into classrooms. Technology checks in advance will be required to ensure compatibility of systems.

Parents and Carers

Parental involvement is encouraged, and parents may be invited to attend the events to meet the providers.

Management

The Careers Lead, Pippa Mundy, coordinates provider requests and is responsible to their senior management line manager, Deputy Headteacher, Joanne Lloyd.
E mail: Joanne.Lloyd@acornmanorhouseschool.co.uk

Monitoring review and evaluation

The Policy is monitored and evaluated annually via the schools' careers lead.

Policy Coordinator: ***Pippa Mundy***

Policy Reviewed: ***21 October 2026***

Appendix

Providers/employers who have been invited into the school to date include:

- Animation Nation
- West Sussex Careers Hub
- Willmott Dixon
- Needlecraft Tattoos
- Colas Rail
- West Sussex Police
- West Sussex Fire Service
- Hearing Dogs for the Deaf
- Assist First Aid
- Bright Bites Dental

Destinations of previous pupils include:

- Crawley College
- Chichester College
- Northbrook College
- Brinsbury College
- Plumpton College
- Guildford College
- NESCOT


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