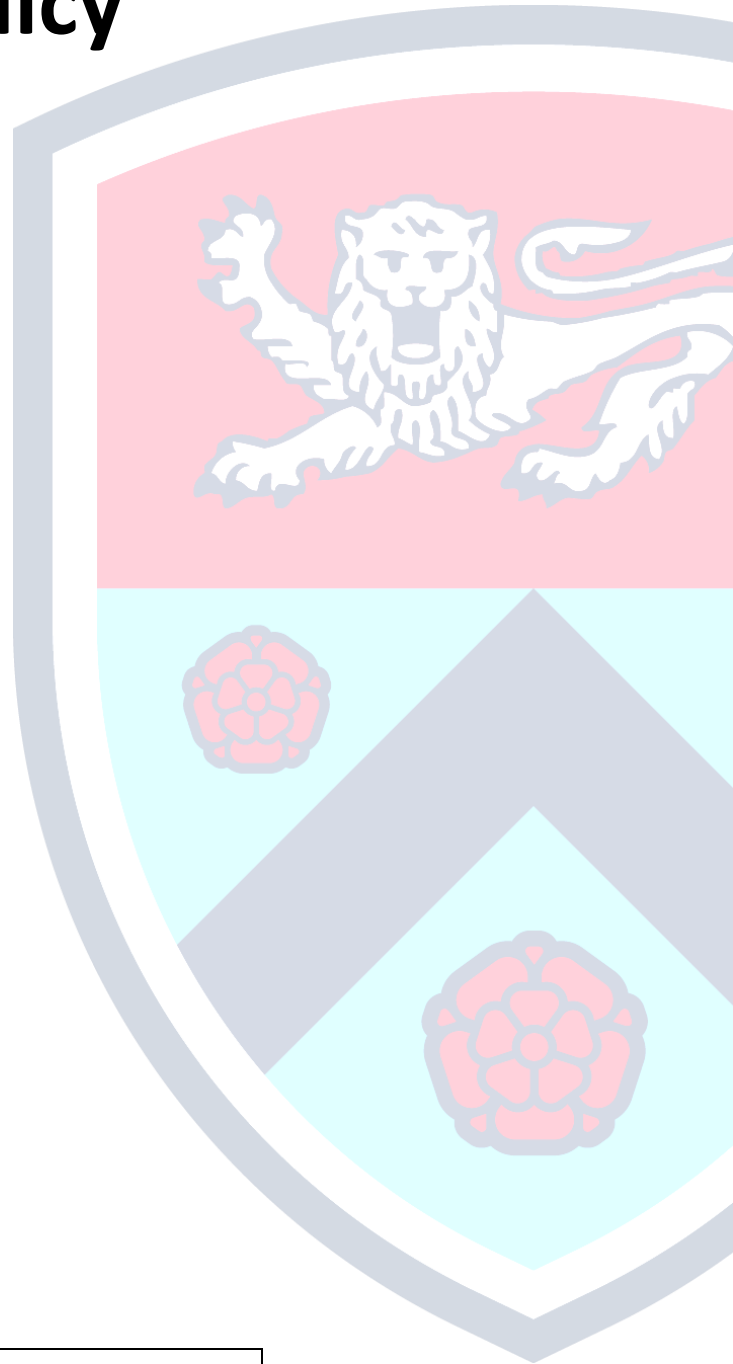




Carnforth
High School

Careers Guidance and Provider Access Policy



Author	Emmet J McGauran
SLT Lead	Emmet J McGauran
Next review Date	July 2026

Confidence Purpose Respect

1. Compliance

1.1. This policy has been prepared with due regard to the following statutory provisions, guidance and policy:

- 1.1.1. Section 42A, 42B, 45 and 45A of the Education Act 1997;
- 1.1.2. Schedule 4 (15) of the School Information (England) Regulations 2008;
- 1.1.3. Section 72 of the Education and Skills Act 2008;
- 1.1.4. the Education (Careers Guidance in Schools) Act 2022;
- 1.1.5. The Department for Education's statutory guidance, "Keeping children safe in education" September 2023 (as amended);
- 1.1.6. The Department for Education's statutory guidance "Careers guidance and access for education and training providers" January 2023 (as amended);
- 1.1.7. Any other applicable statutory guidance; and
- 1.1.8. Carnforth High's School's Safeguarding Policy.

2. About this policy

- 2.1. Carnforth High School is committed to ensuring that its pupils receive rounded careers guidance incorporating opportunities in technical education and through apprenticeships. Carnforth High School has a well-established careers guidance programme. This policy compliments that programme.
- 2.2. Carnforth High School is committed to ensuring that its pupils receive at least four encounters with education and training providers during years 8 – 11.
- 2.3. Carnforth High School is required to provide a range of technical education and training providers access to its pupils from year 8 and to allow pupils to hear from a range of local providers about the opportunities they offer.
- 2.4. This policy will set out how training providers can request access to Carnforth High School's pupils in conjunction with our established careers guidance programme.

3. Roles and Responsibilities

- 3.1. The Governing Body will;
 - 3.1.1. ensure that careers advice is given to all pupils aged 11 and over which;
 - 3.1.1.1. is presented impartially;
 - 3.1.1.2. includes information on all training and education options; and
 - 3.1.1.3. promotes the best interests of the pupils to whom it is given.
 - 3.1.2. allow a range of education and training providers access to pupils in year 8 and above to inform them about approved technical education qualifications and apprenticeships;

- 3.1.3. ensure that Carnforth High School measures and assesses the impact of the careers programme on its pupils;
- 3.1.4. ensure that the Carnforth High School publishes a summary of the programme on its website; and
- 3.1.5. ensure that the programme of careers guidance and the name of the Careers Leader are published on Carnforth High School's website.
- 3.2. The Careers Leader is responsible for;
 - 3.2.1. taking responsibility for the developing, running and reporting on the careers programme;
 - 3.2.2. planning careers activities, managing the careers budget;
 - 3.2.3. co-ordinating staff involved in the programme; and
 - 3.2.4. networking with employers and education and training providers.
- 3.3. The Careers Leader is Emmet McGauran and they can be contacted via 01524 732424 or emcgauran@carnforthhigh.co.uk.

4. Career Guidance

- 4.1. Carnforth High School is committed to complying with the 8 Gatsby Benchmarks to develop a careers programme that increases opportunities for pupils to access experiences of the workplace and engagement with employers, colleges, training providers and universities. The 8 Gatsby Benchmarks are:
 - 4.1.1. a stable careers programme;
 - 4.1.2. learning from career and labour market information;
 - 4.1.3. addressing the needs of each pupil;
 - 4.1.4. linking the curriculum learning to careers;
 - 4.1.5. encounters with employers and employees;
 - 4.1.6. experiences of workplaces;
 - 4.1.7. encounters with further and higher education; and
 - 4.1.8. personal guidance.

5. Provider Access

- 5.1. Pupils will have at least four opportunities to meet with providers from years 8 – 11. At the minimum this will include;
 - 5.1.1. two encounters for pupils during years 8 or 9 that are mandatory for all pupils to attend;

- 5.1.2. two encounters for pupils during years 10 or 11 that are mandatory for all pupils to attend; and
- 5.2. All mandatory encounters with providers will take place during the school day and the provider will be given a reasonable amount of time to, as a minimum;
 - 5.2.1. share information about both the provider and the approved technical education qualification and apprenticeships that the provider offers;
 - 5.2.2. explain what career routes these options could lead to;
 - 5.2.3. provide insights into what it might be like to learn or train with that provider (including the opportunity to meet staff and pupils from the provider); and
 - 5.2.4. answer questions from pupils.
- 5.3. Carnforth High School is committed to ensuring that all pupils will access at least four education and training provider opportunities. One encounter is defined as one meeting/session between pupils and one provider.
- 5.4. Meaningful online engagement is also an option, and we are open to providers that are able to provide live online engagement with our pupils.

6. Procedure for provider access requests

- 6.1. Should a provider wish to request access to our pupils, a written request should be sent to office@carnforthhigh.co.uk.
- 6.2. A member of the Carnforth High School administration team will acknowledge your request and advise you of the next available opportunity within the careers guidance programme for the provider to access our pupils.
- 6.3. Carnforth High School will also need to have information about your organisation, what technical education or apprenticeships you offer and what you propose to do if granted access to our pupils.

7. Current opportunities

- 7.1. In addition to one scheduled assembly and one Life Skills lesson each week, the careers guidance programme has the following events for each year group, in each term, which provide opportunities for providers to meet our pupils:

	Autumn Term	Spring Term	Summer Term
Year 7	Enrichment Day 1 in November	Enrichment Day 2 in March	
Year 8	Enrichment Day 1 in November	Enrichment Day 2 in March	
Year 9	Careers Fair in October, Enrichment Day 1 in November	Enrichment Day 2 in March	
Year 10	Enrichment Day 1 in November	Enrichment Day 2 in March	Work Experience in July
Year 11	Careers Fair in October, Enrichment Day 1 in November	Enrichment Day 2 in March	

- 7.2. We can assist providers to identify the most suitable event in the programme.
- 7.3. Other events and opportunities may occur throughout the year and can be found via our website and school social media.

8. Conditions for access

- 8.1. Safeguarding of our pupils is of paramount importance for Carnforth High School.
- 8.2. Carnforth High School's Safeguarding Policy is accessible on our website and sets out the requirements for visitors to gain access to our pupils to speak with them. Should you have any difficulty accessing our Safeguarding Policy on our website, a copy can be provided upon request.
- 8.3. If a provider cannot meet the requirements of our Safeguarding Policy they will not be granted access to our pupils.

9. Facilities

- 9.1. Carnforth High School can make the following arrangements as appropriate to the activity which is being undertaken during the providers visit:
 - 9.1.1. Time during events to address pupils,
 - 9.1.2. Overhead digital projectors,
 - 9.1.3. Flipcharts,
 - 9.1.4. Rooms,
 - 9.1.5. Access to the relevant cohort of pupils in the Main Hall,
 - 9.1.6. Classrooms for smaller activities.

10. Materials

- 10.1. Carnforth High School welcomes providers to leave their course prospectus and complimentary information about their organisation which can be made available throughout the year to our pupils.
- 10.2. Such material will only be made available once Carnforth High School has verified that it is suitable for its pupils.

11. Complaints

- 11.1. Complaints about this policy should be made via Carnforth High School's published complaints procedure, which is available from our website.

Appendix 1 – Previous Providers

Below is a list of providers who have visited the school in the last two years:

- Ripley St Thomas Sixth Form
- Morecambe Bay Academy Sixth Form
- Lancaster Girls' Grammar Sixth Form
- Queen Elizabeth School Sixth Form
- Lancaster and Morecambe College
- Kendal College
- Myerscough College
- Lancaster University
- The National Health Service (NHS)
- Siemens
- EDF Energy
- JTL Training
- Lancaster Training Services (LTS)
- Colin Briscoe Construction
- The Department of Work and Pensions (DWP)
- The British Army
- The Royal Air Force

Appendix 2 – Destination of Previous Pupils

Destinations of Previous Pupils

Our published figure for “Pupils staying in education or employment for at least 2 terms after key stage 4” on the government’s ‘compare school performance’ website is 93%. This is based on data collected by the government for school leavers for the year 2022.

To help providers understand the most recent destinations of our leavers, the following data is provided for 2024 leavers (based on pupils’ stated intended destinations post-results in August 2024):

Intended Destination Type	Percentage of Year 11 Leavers
Studying A-Levels at a college/sixth form (most popular institution was Ripley St Thomas Sixth Form)	26%
Studying a college course (most popular institution was Lancaster and Morecambe College)	50%
Apprenticeship	19%
Employment (including Armed Services)	1%