



Provider Access Policy

Lead Person:	Director of Post-16 Education & Personal Development
Governing Body Committee:	Resources, Staff & Pay
Required by:	Governing Body
Review:	Annually

Introduction

This policy statement sets out the school's arrangements for managing the process of access to learners at The Crypt School for the purpose of giving them information about their education or training offer. This complies with the school's legal obligations under Section 42B of the Education Act 1997 and supports both our Careers education and Guidance Policy and our Learner Careers Entitlement.

Pupil entitlement

All pupils in years 7-13 are entitled to:

- a careers programme which provides information on the full range of education and training options available at each transition point including technical education qualifications and apprenticeships.
- hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships. This may include options events, assemblies, group discussions and taster events.
- 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 in the first instance contact the Careers Leader by telephone on 01452 530291 or email at cgermaine@crypt.gloucs.sch.uk . Alternatively, please contact the main school reception on 01452 530291. All requests will receive full

consideration in consultation with our nominated Careers Leader and approved by the senior leadership team. If unable to meet a specific request, the school will provide a reasoned explanation and seek to offer an alternative suggestion.

Premises and facilities

The school will consider facilities most appropriate for use which will more usually include the main hall, dining room, classrooms, entrance/reception area, sixth form common room and other spaces with regular student traffic deemed suitable. Individual discussions with students will be considered in spaces fit for purpose with due regard to consent and safeguarding arrangements if considered appropriate and requested by students. The school will also make available AV and other specialist equipment to support presentations. Facility requests will be discussed and agreed in advance of visits with the Sixth Form Administrator or Careers Leader. Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Learning Resource Centre, which is managed by the school librarian. The Learning Resource Centre is available to all students at lunch and break times.

Please read the school website <https://cryptschool.org/student-life-and-personnal-development/careers-advice-information-and-guidance/> to access the 'The Crypt Careers offer 2025-2026' as an indication of activities within our Careers programme that may provide access opportunities to our learners although these may be subject to alteration. With appropriate notice other opportunities may also be explored such as regular whole year and key stage assemblies, subject lessons, parents evening, etc.

Reviewed: November 2025

Approved by Full Board of Trustees: December 2025

Next Review: October 2026