UPDATED NOVEMBER 2026

Bishop Luffa School Provider Access Policy Statement

Ownership: Bishop Luffa School

Document Control:

- Updated and Approved: November 2026
- Next Formal Review: November 2027
- Policy Coordinator: Jamie Saunders (Head of Sixth Form/Careers Leader)
- Complaints Escalation: Austen Hindman (Headteacher)

1. Rationale

High-quality careers education and guidance is critical to young people's futures. It prepares them for the workplace by providing a clear understanding of the world of work, including the diverse pathways to jobs and careers. It supports students in acquiring the self-development and career management skills required to achieve positive, sustainable employment destinations, thereby improving life opportunities and contributing to a productive economy.

As technical pathways, apprenticeships, and Higher Technical Qualifications (HTQs) expand, it is vital that all young people have an uncompromised understanding of post-16 and post-18 options. Bishop Luffa School ensures that students are systematically exposed to academic, vocational, and technical routes without bias.

2. Commitment & Statutory Entitlement

Bishop Luffa School is legally committed to ensuring a range of education and training providers have regular, structured access to students in Years 8 to 13. This access is provided to inform students about approved technical education qualifications, T-Levels, HTQs, and apprenticeships.

The school acts completely impartially in line with its statutory duty, showing no bias towards any specific educational route.

All students in Years 8–13 are legally entitled to at least six meaningful provider encounters, structured across three distinct key phases:

- Phase 1 (Years 8 and 9): Two encounters with providers of approved technical education qualifications or apprenticeships, mandatory for all students to attend.
- Phase 2 (Years 10 and 11): Two encounters with providers of approved technical education qualifications or apprenticeships, mandatory for all students to attend.
- Phase 3 (Years 12 and 13): Two encounters with providers of approved technical education qualifications or apprenticeships, optional for students to attend.

3. Mapped Provider Encounters Schedule

The following framework details how Bishop Luffa School delivers these mandatory encounters, alongside broader work-related learning provisions:

	AUTUMN TERM	SPRING TERM	SUMMER TERM
YEAR 7	Careers Fair	Careers Assembly(s)	
YEAR 8	Careers Fair	Careers Assembly(s)	
YEAR 9	Careers Fair	Y9 Options Evening	Enterprise Day

		Careers Assembly(s)	
YEAR 10	Careers Fair	Work Experience	Enterprise Day & College Taster Day
YEAR 11	Careers Fair & VI Form Open Evening + Taster Day + PSHE Careers Carousel	Apprenticeship Application Sessions	
YEAR 12	Careers Fair & PSHE talks	PSHE talks	Enterprise Day & Work Experience
YEAR 13	Careers Fair & PSHE talks	Apprenticeship Application Sessions & PSHE talks	

4. Management of Provider Access Requests

A provider wishing to request access must contact the Careers Team directly:

- Careers Leader: Jamie Saunders (saundersj@bishopluffa.org.uk)
- Careers Coordinator: Mrs Angie Hopp
  Email: hoppa@bishopluffa.org.uk
  Telephone: 01243 832762

5. Grounds for Granting or Refusing Access

The school will grant provider access requests on the condition that they align with the scheduled personal development curriculum, timetabled assembly blocks, or specialised careers options events.

A request may be refused if it directly conflicts with internal public examinations, pre-arranged mock exam cycles, critical safeguarding considerations, or if the request duplicates a sector encounter recently delivered to the same cohort. Refusals will be formally communicated by the Careers Leader, and an alternative date within the academic calendar will be offered where feasible.

6. Premises, Facilities, and Blended Encounters

The school will provide appropriate facilities, including the main assembly hall, drama studios, or dedicated classrooms, equipped with standard audio-visual technology (computers, projectors, internet access, and interactive digital displays).

Both in-person and live virtual/online encounters are fully accommodated, provided system compatibility and technology checks are verified with the school's network team in advance. All visiting personnel are subject to standard school visitor protocols and robust safeguarding checks. Providers will be met, signed in, and supervised by a designated member of the Careers Team.

7. Parents, Carers, and Community Links

Parental and carer engagement is highly encouraged. Parents are invited to attend key evening options forums. Opportunities at local training providers and colleges are regularly promoted via newsletters and communications.

8. Complaints Procedure

Any complaints regarding provider access or compliance anomalies should be addressed directly to Jamie Saunders (saundersj@bishopluffa.org.uk). If a resolution cannot be reached, the complaint will be escalated directly to Austen Hindman, Headteacher of Bishop Luffa School, for formal review.

APPENDIX: Historical Destinations and Institutional Partners

Approved Providers Invited into Bishop Luffa School to Date:

- The Careers & Enterprise Company (Arun & Chichester Hub)
- Sussex Council of Training Providers (SCTP)
- Chichester College Group
- University of Chichester & University of Portsmouth
- Education & Business Partnership (EBP)
- Independent Apprenticeship Training Providers (including Procter & Gamble and The Secret Linen Company networks)

Recent Representative Destinations of Bishop Luffa School Leavers:

- Further & Technical Education: Chichester College Group, HSDC, Bishop Luffa Sixth Form pathways.
- Higher Education Institutions: Oxford University, Cambridge University, Cardiff University, Exeter University, Bristol University, University of Portsmouth, University of Chichester.
- High-Tier Apprenticeship Schemes: Corporate, engineering, and digital sectors.