

The Norwood School Provider Access Policy 2026/27

This policy statement sets out how we manage access requests from these providers. (Norwood has chosen to include Year 7 in our Careers Strategy).

Who handles our access requests?

Any provider wishing to request access should contact Ms Patel, Assistant Headteacher on 02086709382 or via email at: patel.a@thenorwoodschool.org or our Careers Adviser, Ms Boyle on 02086709382 or via email at: boyle.a@thenorwoodschool.org

What opportunities are provided to allow access to students?

Via our school careers programme, we offer providers numerous opportunities throughout the school year to speak to students and/or their parents. In addition there are opportunities to visit classes so that we can link curriculum learning to careers. Finally, there is the possibility of collapsed timetabled days to suit the needs of both students and providers – please liaise with Ms Patel with any proposals or requests.

Our annual schedule of events is as follows:

Year Group	Autumn Term	Spring Term	Summer Term
Year 7	Assembly and tutor group opportunities Parents' evening	Assembly and tutor group opportunities	Assembly and tutor group opportunities Parents' evening
Year 8	Assembly and tutor group opportunities	Assembly and tutor group opportunities	Assembly and tutor group opportunities Parents' evening
Year 9	Assembly and tutor group opportunities Specialism Day	Assembly and tutor group opportunities Careers Guidance Specialism Day Options/Pathways Evening Parents' Information Evening Individual Careers Guidance Meetings	Assembly and tutor group opportunities Specialism Day The Access Project Launch

Year 10	Assembly and tutor group opportunities The Access Project Launch	Assembly and tutor group opportunities Parents' evening The Access Project Construction Youth Trust	Assembly and tutor group opportunities Pathways and Aspirations Week University Visits The Access Project Construction Youth Trust Work Experience Preparation Individual Careers Guidance Meetings
Year 11	Assembly and tutor group opportunities Sixth Form Open Evening Norwood Sixth Form Application Process The Access Project Launch Individual Careers Guidance Meetings	Assembly and tutor group opportunities Parents' evening Parents' Information Evening Apprenticeship Road Show visits and Conference The Access Project Individual Careers Guidance Meetings Back on Track Assembly	Assembly and tutor group opportunities Sixth Form Taster Days and Induction The Access Project Individual Careers Guidance Meetings Apprenticeship Opportunities Session
Sixth Form	Induction Enrolment Independent Learning Workshops The Access Project Launch Assembly and tutor group opportunities PHSE Lessons Timetabled lessons with prior planning Parents Evening Individual Careers Guidance Meetings	Assembly and tutor group opportunities PHSE Lessons Timetabled lessons with prior planning The Access Project Summer School and University Taster Residential Application Support Individual Careers Guidance Meetings UCAS Conference University visits Work experience	Assembly and tutor group opportunities PHSE Lessons Timetabled lessons with prior planning Academic Review Meetings UCAS/Careers week The Access Project HE Campus Visits Individual Careers Guidance Meetings Work experience

Safeguarding and Visiting the Norwood School

The school has policies in place, on safeguarding and information for visitors coming to the school. These can be found on the school website under the 'About Us' tab.

What are the rules for granting and refusing access requests?

We will grant access requests that meet the following criteria:

- Requests from Ofsted registered 11-19 providers
- That are reasonable and do not impact on existing educational provision for our students

What can providers expect once a request has been accepted?

Once we have approved a provider, we will work with them to identify the best method for providing access to our students.

Where possible, we will make the school hall, classrooms and private meeting rooms available to host discussions between providers and students. We will also make presentation equipment, such as projectors and televisions, available to providers should they be required.

Arrangements will be discussed in advance between Ms Patel and a nominated member of the provider's team.

Can providers leave prospectuses for students to read?

Providers are welcome to leave a copy of their prospectus and other relevant course literature with Ms Patel, Ms Boyle or Ms Cunningham (Sixth Form Administrator).

Approval and review

This policy statement was approved by the school's Senior Leadership Team and link Governor in December 2022 under powers delegated by the Governing Body. It was shared at a full Governors meeting March 2026.

The next review will take place in November 2028.