



**Careers Education, Information,
Advice and Guidance
(CEIAG)
Policy**

September 2026

(To be reviewed September 2027)

1. Policy Statement

Larches High School is committed to providing a high-quality programme of Careers Education, Information, Advice and Guidance (CEIAG) to all students in Years 7–11. Our careers provision aims to raise aspirations, broaden horizons, and equip pupils with the knowledge and skills needed to make informed choices about their future pathways, including further education, training, and employment.

The school will ensure that careers education, information, advice and guidance is accessible to all learners, including those with SEND, EHCPs, disadvantaged pupils and other vulnerable groups. Careers provision will be tailored to individual needs and aspirations, with reasonable adjustments made where required.

2. Statutory Duty

This policy is underpinned by:

- *Education Act 1997* (Section 42A, as amended)
- *Skills and Post-16 Education Act 2022* (strengthening the Baker Clause)
- *Statutory Guidance: Careers Guidance and Access for Education and Training Providers* (DfE, January 2023)
- *Ofsted Education Inspection Framework* (2019), with particular reference to *Personal Development*
- *Children and Families Act 2014*
- *SEND Code of Practice: 0-25 years* (updated 2024)
- The eight **Gatsby Benchmarks of Good Career Guidance**

We ensure:

- **All pupils will have access to personal guidance from an appropriately qualified careers advisor.** Additional guidance will be available for pupils with SEND or those at risk of becoming NEET.
- All pupils have the opportunity of **at least six provider encounters** with technical education and apprenticeship providers across Years 8–11.
- CEIAG is impartial (EBP North West) in the best interests of students, and includes a range of progression routes (academic, vocational, technical, apprenticeships and supported internships where appropriate).

3. Aims of the CEIAG Programme

- To support students in understanding themselves, their strengths, and interests.
- To provide high-quality, impartial careers information about opportunities in education, training, and employment.
- To equip students with decision-making, employability, and resilience skills.
- To promote equality of opportunity challenge stereotyping and discrimination, and ensure that pupils with SEND, disabilities and other protected characteristics have access to the full range of education, training and employment opportunities.

- To support pupils with SEND in preparing for adulthood through planning for employment, independent living, community participation and good health.
- To prepare students for successful transition at 16.

4. Inclusion, SEND and Vulnerable Learners

Larches High School is committed to ensuring that all pupils have equal access to high-quality careers education, information, advice and guidance, regardless of need, background or circumstance.

Careers provision will be tailored to meet the individual needs of pupils with Special Educational Needs and Disabilities (SEND), Education, Health and Care Plans (EHCPs), Social, Emotional and Mental Health (SEMH) needs, pupils in care, previously looked-after children and other vulnerable learners.

The school will make reasonable adjustment to ensure that careers education and employer encounters are fully accessible and meaningful for all pupils.

For pupils with EHCPs, careers guidance will contribute to annual review processes and transition planning from Year 9 onwards, supporting preparation for adulthood, including:

- Employment and employability skills;
- Further education, training and apprenticeships;
- Supported internships where appropriate;
- Independent living;
- Participation in the community;
- Maintaining good health and wellbeing.

Pupils identified as being at risk of becoming Not in Education, Employment or Training (NEET) will receive additional support and guidance to ensure successful progression to post-16 destination.

Parents, carers and relevant professionals will be involved, where appropriate, in supporting pupils' career and transition planning.

5. Provider Access Legislation

In line with provider access legislation (*Section 42B of the Education Act 1997 as amended*), Larches High School is committed to:

- Ensuring all pupils from Years 8–11 are offered **at least six encounters** with providers of approved technical education qualifications and apprenticeships.
- Scheduling provider encounters at appropriate points:
- The school will ensure all pupils meet the statutory minimum provider encounters required under the Skills and Post-16 education Act and associated guidance
- Guaranteeing access during the school day, ensuring sufficient time for information, Q&A, and follow-up support.
- Publishing the **Provider Access Policy Statement** on the school website.

6. Implementation

- The **Careers Leader** Sharon Settle s.settle@larches.lancs.sch.uk has strategic oversight of the CEIAG programme.
- The **Senior Leadership Team** ensures CEIAG is integrated into the wider curriculum and school development plan.
- The **Careers Programme** includes:
 - Dedicated Personal Development lessons
 - Careers fairs, workplace visits, and employer talks
 - Work experience opportunities
 - Online platforms, labour market information, and one-to-one guidance interviews
 - Encounters with further education providers, apprenticeship providers, supported internship providers, universities and employers.
 - For pupils with EHCPs, careers guidance will contribute to annual review processes and transition planning. Outcome-focused discussions will support progression into further education, training, supported internships, apprenticeships and employment where appropriate.
- The school works closely with the **Careers and Enterprise Company (CEC)**, the local **Careers Hub**, and external providers to meet the Gatsby Benchmarks.

7. Monitoring and Evaluation

- The **Careers Leader** evaluates the programme annually against the Gatsby Benchmarks using the CEC's **Compass tool**.
- Parents and carers will be supported to engage in careers learning and transition planning and will be provided with information about post-16 pathways
- Student, parent, staff, and employer feedback informs ongoing development.
- The impact of CEIAG is measured by student destinations data.

8. Access for Providers (Provider Access Policy Statement)

Education and training providers wishing to request access should contact:

Careers Leader: Sharon Settle
Email: s.settle@larches.lancs.sch.uk
Telephone: 01772 792412

Opportunities for access may include:

- Personal Development lessons
- Careers fairs and events
- Small group workshops
- One-to-one sessions

The school will make appropriate facilities available to providers (classrooms, AV equipment, and online platforms) and ensure all students have the opportunity to engage.

9. Publication and Review

- This policy, the **Careers Programme**, and the **Provider Access Policy Statement** are published on the school website.
- The programme impact and review date are clearly stated.
- This policy will be reviewed annually by the Careers Leader and governing body.
- Governors will monitor compliance with statutory careers duties, Gatsby Benchmarks and equitable access for SEND and disadvantaged learners.

Date approved: September 2026

Review date: September 2027