

NORTH LONDON GRAMMAR SCHOOL CAREERS GUIDANCE POLICY

Introduction

1.1 The Education Act 2011 places a statutory duty on maintained schools to secure access for pupils to *independent and impartial careers guidance* that promotes the best interests of the pupils to whom it is given and includes information on all options available to them, including apprenticeships and other work-based learning. The DfE issued statutory guidance in March 2012 on how this should be implemented to which schools must have regard in carrying out the new duty.

1.2 Although it prescribes the basic ground rules that are to apply, the statutory guidance also states that “schools will be free to make arrangements for careers guidance that fit the needs and circumstances of their pupils.”

1.3 As an independent school, North London Grammar School is not directly covered by the new statutory duty but the government has announced its intention to extend the requirement to academies through changes to Funding Agreements.

2.1 **Careers guidance** “refers to services and activities, intended to assist individuals of any age and at any point throughout their lives, to make education, training and occupational choices and to manage their careers. The activities may take place on an individual or group basis and may be face-to-face or at a distance (including help lines and web based services). They include careers information provision, assessment and self-assessment tools, counselling interviews, careers education programmes, taster programmes, work search programmes and transition services”(DfE statutory guidance).

2.2 **Independent** “is defined as external to the school” (DfE statutory guidance). The School does not interpret this to mean that it has no role in quality assuring an independent service provided to its pupils.

2.3 **Impartial** “is defined as showing no bias or favouritism towards a particular education or work option” (DfE statutory guidance).

2.4 **Promote the best interests of the pupils to whom it is given.**

The Role of the School

3.1 The School will secure and (when necessary) pay for independent and impartial careers guidance advice. This may take many different forms, including information evenings, outside speakers in PSHE and general studies programmes, careers fairs, meetings with mentors, transition meetings for SEN pupils and advice given on work experience programmes as well as face-to-face interviews with an independent adviser.

3.2 In order to provide for the real needs and circumstances of our pupils, face-to-face interviews with independent advisers will be provided for those pupils to whom the School deems it to be the most suitable form of support, including (where relevant) those with SEN or disabilities and those for whom the Pupil Premium is paid. This will be in addition to interviews offered by Form Tutors and Heads of Key Stage, where information will also be given in an impartial way.

3.3 The School will provide information and verbal briefings on pupils to help independent advisers and mentors to understand their potential outcomes and current performance and will expect this information to be given due consideration and to be used in confidence.

3.4 The School will quality assure careers guidance, including that offered independently, to ensure that pupils are receiving advice that is impartial and is relevant to their needs, and will raise any concerns that might emerge in good time with advisers.

3.5 The School will provide a range of careers activities, including work-related learning and work experience (Currently we offer careers guidance to our Year-10 and Year-11 pupils. We will continue to offer this to our Sixth Form pupils when we have one.).

3.6 The School works with a range of other schools, further education and higher education providers, and work-based training and apprenticeship providers in order to ensure that pupils have access to a range of options at each stage of their education. The School also accepts pupils from other schools into its Sixth Form.

3.7 Pupils will have access from School to on-line advice, including the National Careers Service website. Pupils will also be advised of the NCS telephone helpline number.

Reviewed by Massimo Federici in September 2017

Next Review Date: September 2018