



# Provider Access Policy

Principal	Shereka James
Policy Lead	Olu Alalade
Review Cycle	Annual
Governing Body Ratification	March 2022
Date shared with Academy Staff	March 2022
Review Date	February 2023
Statutory Guidance	<ul style="list-style-type: none"> <li>• Section 42B of the Education Act 1997, as amended by the Technical and Further Education Act 2017.</li> <li>• The national curriculum in England Key stages 3 and 4 framework document (Dec 2014)</li> <li>• Listening to and involving children and young people (Jan 2014)</li> <li>• Keeping children safe in education (September 2019)</li> <li>• Working together to safeguard children (2018)</li> </ul>

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## Key Information

<b>Name:</b>	Chaitanya Jackson <b>Careers Leader</b>
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<b>Telephone:</b>	020 8800 7411

## 1. Aims

This policy statement aims to set out our school's arrangements for managing the access of education and training providers to students for the purpose of giving them information about their offer. It sets out:

- Procedures in relation to requests for access
- The grounds for granting and refusing requests for access
- Details of premises or facilities to be provided to a person who is given access

## 2. Statutory Requirements

Schools are required to ensure that there is an opportunity for a range of education and training providers to access students in years 8 to 13 for the purposes of informing them about approved technical education, qualifications or apprenticeships.

Schools must also have a policy statement that outlines the circumstances in which education and training providers will be given access to these students.

This is outlined in section 42B of the [Education Act 1997](#).

This policy shows how our school complies with these requirements.

## 3. Student Entitlement

All students in years 8 to 13 at Skinners' Academy are entitled to:

- Find out about technical education qualifications and apprenticeship opportunities as part of our careers programme, which provides information on the full range of education and training options available at each transition point
- Hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships
- Understand how to make applications for the full range of academic and technical courses

## 4. Management of Provider Access Requests

### 4.1 Procedure

Our provision includes various opportunities for students to access a range of events. These are integrated into Skinners' Academy's careers programme and curriculum as well as hosting or attending one off events that provide such opportunities. The integrated events are usually delivered internally, with contribution from external providers where necessary. The one-off events, such as a college open

day or an apprenticeship fair, are periodically advertised to our students and where appropriate the Academy will arrange a visit, during the Academy day, for a select group of students to attend.

The Academy employs a careers lead adviser who works with Year 11 and Post 16 students to ensure they are able to make informed choices about their next steps. The adviser will see all of our Year 11 cohort at least once, but where necessary repeat appointments can be made. The careers lead adviser also works with students who have been identified as at risk of NEET (Not in Education, Employment or Training). The adviser will inform students about the opportunities that other providers have, and when needed, they will complete application forms together for those selected college or apprenticeship placements.

A provider wishing to request access should contact Ms Chaitanya Jackson, Academy Careers Lead.

Telephone: 020 8800 7411

Email: [cjackson@skinersacademy.org.uk](mailto:cjackson@skinersacademy.org.uk)

## 5. Opportunities for Access

A number of events, integrated into our careers programme, will offer providers an opportunity to come into school to speak to students and/or their parents/carers:

	AUTUMN TERM	SPRING TERM	SUMMER TERM
YEAR 8	Event for university technical colleges (UTCs)	National Careers Week activities	Careers workshop
YEAR 9	Assembly and tutor group opportunities - employability skills Careers Awareness Fair	Key Stage 4 options event Into University Programmes	Brokerage employability programmes
YEAR 10	Assembly and tutor group opportunities - employability skills	Networking event with providers and employers	Work experience preparation sessions Work experience
YEAR 11	Assembly on opportunities at 16 Event for UTCs	Post-16 evening Post-16 taster sessions Apprenticeships – support with applications	Educational / curriculum-related industry visits
YEAR 12	Higher education (HE) fair Post-18 assembly - apprenticeships	One to one career support – Interview skills development- work experience	Small group sessions: future education, training and employment options
YEAR 13	HE and higher apprenticeship applications	Assembly and small group opportunities - employability skills	Motivational workshops – CV Writing

Please speak to our Careers Lead to identify the most suitable opportunity for you.

## 5.1 Granting and Refusing Access

A number of events are integrated into the school careers programme which would potentially offer providers an opportunity to come into school to speak to pupils and/or their parents. This can be coordinated based upon year group targeted and through relevant Head of Year.

The school calendar varies from year to year so providers need to contact the member of staff named above to identify the most suitable opportunity.

- The events are usually arranged well in advance so it is essential that providers contact the Academy early in the academic year to be involved in our planning.
- Access to pupils and/or parents will be granted on the understanding that information and guidance offered by providers is related to technical courses and apprenticeship opportunities only.

## 5.2 Safeguarding

Providers will be expected to meet the school's safeguarding requirements which can be found in the Safeguarding Policy accessible on the school website <https://www.skimmersacademy.org.uk/statutory-information>. Our safeguarding/child protection policy outlines the school's procedure for checking the identity and suitability of visitors.

Education and training providers will be expected to adhere to this policy.

## 6. Premises and Facilities

Access to appropriate rooms, facilities and equipment will be discussed and agreed in advance of the visit. Sessions can be held in different venues according to the number of students and the requirements of the provider. Providers are welcome to provide relevant brochures and other printed material specifically related to technical courses and apprenticeships; these will be made available to pupils in Careers section of the school Library and available from Careers Lead. We are happy to work with providers to provide any resources we can that make their visit possible and we are happy to accommodate those that need to bring extra equipment into the Academy in order to showcase what they do.

## 7. Monitoring Arrangements

The Academy's arrangements for managing the access of education and training providers to students are monitored by The Chief Financial Officer.

This policy will be reviewed by Chief Financial Officer annually.

At every review, the policy will be approved by the governing board.

## 8. Links to other Policies

The following are links to other relevant policies:

- [https://0a1a9e32-70e6-448e-b0ab-126efc3c22fa.filesusr.com/ugd/f9c833\\_31b5ac7b335342fd87e3b5b6864bb787.pdf](https://0a1a9e32-70e6-448e-b0ab-126efc3c22fa.filesusr.com/ugd/f9c833_31b5ac7b335342fd87e3b5b6864bb787.pdf)
- <https://www.skiddersacademy.org.uk/careers-provision-1>
- <https://www.skiddersacademy.org.uk/curriculum-guides>

**Appendix 1: Table of substantive policy changes from November 2020**

Summary of updates tracked in red	
Where	What
Pages 3 - 7	<ul style="list-style-type: none"><li>• Stating policy aims</li><li>• Stating statutory requirements</li><li>• Update to the procedures of managing provider access requests</li><li>• Contact details updated following the appointment of Careers Lead</li><li>• Opportunities for access updated to reflect current realities</li><li>• A section detailing the process for granting and refusal of access</li><li>• A section for safeguarding introduced</li><li>• Some sections of the premises &amp; facilities updated</li><li>• Links to other relevant policies introduced</li><li>• A monitoring arrangements section introduced</li></ul>