



## **PROVIDER ACCESS POLICY**

### **Introduction**

This policy statement sets out the Trust's arrangements for managing the access of providers to pupils at academies within the Trust for the purposes of giving them information about the provider's education or training offer. This complies with legal obligations under Section 42B of the Education Act 1997.

### **Student entitlement**

Students in Years 7-13 are entitled:

- To find out about technical education qualifications and apprenticeships opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point.
- To hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options events, assemblies and group discussions and taster events.
- To understand how to make applications for the full range of academic and technical courses.

**For pupils of compulsory school age these encounters are mandatory and there will be a minimum of two encounters for pupils during the 'first key phase' (Years 8 to 9) and two encounters during the 'second key phase' (Years 10 to 11). For pupils in the 'third key phase' (Years 12 to 13), particularly those that have not yet decided on their next steps, there are two more provider encounters available during this period, which are optional for pupils to attend.**

These provider encounters will be scheduled during the main school hours and the provider will be given a reasonable amount of time to, as a minimum:

- share information about both the provider and the approved technical education qualification and apprenticeships that the provider offers
- explain what career routes those options could lead to
- provide insights into what it might be like to learn or train with that provider (including the opportunity to meet staff and pupils from the provider)
- answer questions from pupils.

### **Meaningful providers encounters**

One encounter is defined as one meeting/session between pupils and one provider. Meaningful online engagement is also an option, and we are open to providers that are able to provide live online engagement with our pupils.

### **Management of provider access requests**

#### **Procedure**

A provider wishing to request access should contact:

**Southmoor Academy: Simon Wareham, Assistant Headteacher – Student Progression (Careers Leader)**

Telephone: (0191) 5949991 / Email: [careers@southmoormat.co.uk](mailto:careers@southmoormat.co.uk)

**Sandhill View Academy: Anthony Blake, Assistant Headteacher (Careers Leader)**

Telephone: (0191) 5949992 / Email: [careers@sandhillview.com](mailto:careers@sandhillview.com)

### **Opportunities for access**

Schools within the Trust offers the six provider encounters required by law (marked in bold text above) and a number of additional events, integrated into the school careers programme. We will offer providers an opportunity to come into school to speak to pupils or their parents or careers – please see Appendix 1: Annual Calendar of Events. Please speak to the named Careers Leader to identify the most suitable opportunity for you.

### **Safeguarding**

The Trust's policy on safeguarding sets out the approach to allowing providers into the academies as visitors to talk to our students. The Safeguarding Policy is available on our websites [www.southmoorschool.co.uk](http://www.southmoorschool.co.uk) and [www.sandhillview.com](http://www.sandhillview.com) Education and training providers will be expected to adhere to this policy.

### **Premises and facilities**

The Trust will make the main hall, classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. We will also make available AV and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Leader. Providers are welcome to leave a copy of their prospectus or other relevant course literature with our Careers Leader who will distribute the relevant information to pupils.

### **Links to other policies**

This policy should be read in conjunction with the Learning Policy, PSHCE Policy, Work Experience Policy and Careers Policy.

### **Monitoring Arrangements**

The Trust's arrangements for managing the access of education and training providers to students are monitored by the named Careers Leaders.

**Last review date:** 07.02.23

**Person Responsible:** Simon Wareham (Assistant Headteacher – Southmoor Academy)  
Anthony Blake (Assistant Headteacher – Sandhill View Academy)

## APPENDIX 1: ANNUAL CALENDAR OF EVENTS

	Autumn Term	Spring Term	Summer Term
<b>Year 7</b>	<ul style="list-style-type: none"> <li>Assemblies</li> <li>Careers Weeks in individual subjects</li> </ul>	<ul style="list-style-type: none"> <li>Assemblies</li> <li>Careers Weeks in individual subjects</li> <li>PSHE Careers &amp; Aspirations module</li> <li>National Apprenticeship &amp; Careers Weeks</li> </ul>	<ul style="list-style-type: none"> <li>Assemblies</li> <li>Careers Weeks in individual subjects</li> <li>PSHE Careers &amp; Aspirations module</li> </ul>
<b>Year 8</b>	<ul style="list-style-type: none"> <li>Assemblies</li> <li>Careers Fair</li> <li>Careers Weeks in individual curriculum areas.</li> </ul>	<ul style="list-style-type: none"> <li>Assemblies</li> <li>Parents' Evening</li> <li>Careers Weeks in individual curriculum areas.</li> <li>PSHCE Careers &amp; Aspirations Module</li> <li>National Apprenticeship &amp; Careers Weeks</li> </ul>	<ul style="list-style-type: none"> <li>Assemblies</li> <li>Careers Weeks in individual curriculum areas.</li> <li>PSHCE Careers &amp; Aspirations Module</li> </ul>
<b>Year 9</b>	<ul style="list-style-type: none"> <li>Assemblies</li> <li>Careers Fair</li> <li>Careers Weeks in individual curriculum areas.</li> </ul>	<ul style="list-style-type: none"> <li>Assemblies</li> <li>Careers Weeks in individual curriculum areas.</li> <li>PSHCE Careers &amp; Aspirations Module</li> <li>GCSE Options Events</li> <li>National Apprenticeship &amp; Careers Weeks</li> </ul>	<ul style="list-style-type: none"> <li>Assemblies</li> <li>Parents' Evening</li> <li>Careers Weeks in individual curriculum areas.</li> <li>Take Your Child to Work Day</li> </ul>
<b>Year 10</b>	<ul style="list-style-type: none"> <li>Assemblies</li> <li>Careers Fair</li> <li>Careers Weeks in individual curriculum areas.</li> <li>Building My Skills programme</li> </ul>	<ul style="list-style-type: none"> <li>Assemblies</li> <li>Parents' Evening</li> <li>Careers Weeks in individual curriculum areas.</li> <li>Building My Skills programme</li> <li>PSHCE Careers &amp; Aspirations Module</li> <li>National Apprenticeship &amp; Careers Weeks</li> </ul>	<ul style="list-style-type: none"> <li>Assemblies</li> <li>Work experience</li> <li>Careers Day</li> <li>Careers Weeks in individual curriculum areas.</li> <li>Building My Skills programme</li> <li>Year 10 Work Experience week</li> </ul>
<b>Year 11</b>	<ul style="list-style-type: none"> <li>Assemblies</li> <li>Parents' Evening</li> <li>Sixth Form Open Evening</li> <li>Careers Weeks in individual curriculum areas.</li> <li>Apprenticeship Introduction presentation</li> <li>Careers Fair</li> </ul>	<ul style="list-style-type: none"> <li>Assemblies</li> <li>Parents' Evening</li> <li>National Apprenticeship &amp; Careers Weeks</li> <li>Apprenticeship workshops</li> <li>Careers Weeks in individual curriculum areas.</li> <li>PSHCE Careers &amp; Aspirations Module</li> </ul>	<ul style="list-style-type: none"> <li>Assemblies</li> <li>Careers Weeks in individual curriculum areas.</li> </ul>
<b>Year 12</b>	<ul style="list-style-type: none"> <li>Assemblies</li> <li>Sixth Form Open Evening</li> <li>Parents' Evening</li> <li>Careers Weeks in individual curriculum areas.</li> <li>UCAS Information evening</li> <li>Careers Fair</li> <li>Introduction to higher level apprenticeships</li> </ul>	<ul style="list-style-type: none"> <li>Assemblies</li> <li>Sixth Form Open Evening</li> <li>Parents' Evening</li> <li>Careers Weeks in individual curriculum areas.</li> <li>National Apprenticeship &amp; Careers Weeks</li> </ul>	<ul style="list-style-type: none"> <li>Assemblies</li> <li>Year 12 Work Experience Week</li> <li>Careers Weeks in individual curriculum areas.</li> </ul>

	Autumn Term	Spring Term	Summer Term
<b>Year 13</b>	<ul style="list-style-type: none"> <li>• Assemblies</li> <li>• Sixth Form Open Evening</li> <li>• Parents' Evening</li> <li>• Careers Weeks in individual curriculum areas.</li> <li>• Careers Fair</li> </ul>	<ul style="list-style-type: none"> <li>• Assemblies</li> <li>• Sixth Form Open Evening</li> <li>• Parents' Evening</li> <li>• Careers Weeks in individual curriculum areas.</li> <li>• National Apprenticeship &amp; Careers Weeks</li> </ul>	<ul style="list-style-type: none"> <li>• Assemblies</li> <li>• Careers Weeks in individual curriculum areas.</li> </ul>