

# Provider Access Policy



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| <b>Policy Title</b>             | Provider Access Policy                                                                                                                                                    |
| <b>Policy Created / Amended</b> | March 2023/ May 2025                                                                                                                                                      |
| <b>Policy Ratified</b>          | 11 <sup>th</sup> May 2023                                                                                                                                                 |
| <b>Policy review cycle</b>      | 1 year                                                                                                                                                                    |
| <b>Policy Review Date</b>       | May 2026                                                                                                                                                                  |
| <b>Summary of changes</b>       | Mid-year update in recognition of the new Provider Access Legislation (Jan 2023) - includes additional activities for year 8 & 9<br>Updated to address Gatsby benchmark 7 |

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### 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 purpose 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.

#### January 2023 Legislation Updates.

The Provider Access Legislation is an updated law that came into force in January 2023. It specifies schools must now also provide at least four encounters with providers of technical education or apprenticeships for all their students during school years 8- 11:

Two encounters for pupils during the **'first key phase' (year 8 or 9)** that are mandatory for all pupils to attend, to take place any time during year 8 or between 1 September and 28 February during year 9.  
Two encounters for pupils during the **'second key phase' (year 10 or 11)** that are mandatory for all pupils to attend, to take place any time during year 10 or between 1 September and 28 February during year 11.

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.

This policy supports Gatsby Benchmark 7 by ensuring all students have encounters with further and higher education providers, including apprenticeships and technical routes.

As Sybil Andrews Academy does not have a sixth form, the requirement for two encounters in Years 12–13 is not applicable. Should this change, the school will ensure compliance with all statutory duties regarding post-16 provider access.

Attendance at provider encounters is tracked by the Careers Leader and administrative staff. If a pupil is absent during a scheduled encounter, the school will provide a catch-up opportunity to ensure all students receive the required number of interactions.

Parents and carers are informed of provider encounters via school newsletters, parent bulletins, and the school website. They are invited to attend relevant sessions and evenings where applicable.

### ***Meaningful provider encounters***

One encounter is defined as one meeting/session between pupils and one provider. We are committed to providing meaningful encounters for all pupils, by following the Making it Meaningful checklist.

Meaningful online engagement is also an option, and we are open to providers that can provide live online engagement with our pupils.

### ***Previous encounters***

Technical and apprenticeship providers who have attended school events over the last 18 months include: West Suffolk College; West Suffolk College Apprenticeship Team; WS Training; Apprenticeships Suffolk; Suffolk Police; British Sugar; Barnes Construction; Suffolk County Council, amongst others.

### ***Technical & Apprenticeship Destinations of Former Pupils***

We are experiencing an increase in T Levels and apprenticeships in our students' destinations, including the following areas: Science, Computer and IT support, Early Years education; Brewing; Business Administration; with some students enrolling onto a Further Education college to study a professional trade qualification with a plan to progress onto an apprenticeship when that qualification is complete.

## **3. Student entitlement**

All students from Years 7 to 11 at Sybil Andrews 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's access requests

### 4.1 Procedure

A provider wishing to request access should contact the careers leader

Telephone: 01284 413400

Email: [saa@sybilandrewsacademy.co.uk](mailto:saa@sybilandrewsacademy.co.uk)

### 4.2 Opportunities for access

Several events, integrated into our careers programme, will offer providers an opportunity to come into school to speak to students and/or their parents/carers. We welcome requests throughout the year.

|                 | <b>Autumn</b>                                                                                                                                                                                 | <b>Spring</b>                                                                                                                                                                                 | <b>Summer</b>                                                                                                                                   |
|-----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|
| National Events | <b>Green careers week</b>                                                                                                                                                                     | <b>National Apprenticeship Week</b><br><b>National Careers Week</b><br><b>British Science Week</b><br><b>Volunteers week</b><br><b>Green Careers week</b><br><b>Whole school careers fair</b> | <b>Volunteers Week</b><br><b>Work Experience Programme</b>                                                                                      |
| <b>Year 7</b>   | <b>Aut 1</b> Aspirations<br>PSHE Curriculum link to careers<br><br>Tutor Time and careers video assemblies<br>Employers/organisations assemblies (online and in-person)<br>Green Careers Fair | PSHE Curriculum link to careers<br><br>Tutor Time Activities/Feedback<br>Careers adviser drop-in tutor times<br>Careers Fair                                                                  | PSHE Curriculum link to careers<br>Tutor time activities/feedback<br><br>Careers adviser drop-in tutor times                                    |
| <b>Year 8</b>   | <b>Aut 1</b> Aspirations<br>PSHE Curriculum link to careers<br><br>Tutor Time and careers video assemblies<br>Employers/organisations assemblies (online and in-person)<br>Green Careers Fair | PSHE Curriculum link to careers<br><br>Tutor Time activities<br>Careers advisor drop-in feedback<br>Careers Fair                                                                              | PSHE Curriculum link to careers<br>Tutor time activities/feedback<br>Careers adviser drop-in tutor times<br><br>Introduction to Apprenticeships |

|                |                                                                                                                                                                                                                                                 |                                                                                                                                                                                               |                                                                                                                                                                                         |
|----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Year 9</b>  | <b>Aut 1 Aspirations</b><br>PSHE Curriculum link to careers<br><br>Tutor Time and careers video assemblies<br>Employers/organisations assemblies (online and in-person)<br>Green Careers Fair                                                   | <b>Spring 1</b><br>PSHE Curriculum link to careers<br><br>Tutor Time Activities<br>Apprenticeship workshop<br>Careers Fair                                                                    | PSHE Curriculum link to careers<br><br>Tutor Time activities<br><br>Shadow Parent at Work Day                                                                                           |
| <b>Year 10</b> | <b>Aut 1 –</b><br>PSHE Curriculum link to careers<br><br>Employers/organisations assemblies<br><br>Green Careers Fair<br><br>Post 16 Options Information Evening/FE and training providers in attendance                                        | <b>Spring 1</b><br>PSHE Curriculum link to careers<br><br>Apprenticeships Workshop<br><br>CV Writing/Interview Skills-Workshops<br><br>Careers Fair                                           | <b>Summer</b><br>PSHE Curriculum link to careers<br><br>Work Experience Information evening<br><br>Work experience Programme<br><br>FE Taster Day<br><br>CIAG sessions 1:1 and in group |
| <b>Year 11</b> | <b>Aut 1 –</b><br>PSHE Curriculum link to careers<br><br>Green Careers Fair<br><br>Post 16 Options Information Evening/FE and training providers in attendance<br><br>CIAG Sessions 1:1/Group<br><br>FE/Training Applications Support-Workshops | <b>Spring 1</b><br>Apprenticeship workshops<br><br>CV Writing/Interview Skills-Workshops<br><br>FE/Training Applications Support-Workshops<br><br>CIAG Sessions 1:1/Group<br><br>Careers Fair | CIAG Sessions 1:1/group<br><br>FE/Training Applications Support Workshops                                                                                                               |

Please speak to our careers lead to identify the most suitable opportunity for you.

#### **4.4 Safeguarding**

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.

#### **4.5 Premises and facilities**

The school will make the main hall, classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. The school will also make available AV and other specialist equipment to support provider presentations. Access is agreed in advance of the visit with the Careers Leader or a member of their team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Careers Resource Centre, managed by the careers adviser. The Resource Centre is available to all students at lunch and break times.

### **5. Links to other policies**

Policies mentioned in this document are found on the Sybil Andrews Academy website:

- Safeguarding/child protection policy
- Careers education and guidance policy
- Curriculum policy

### **6. Monitoring arrangements**

The school's arrangements for managing the access of education and training providers to students is monitored by the designated careers leader / senior leader

At every review, the policy will be approved by the Headteacher and the governing body.