



# Provider Access Policy Statement

|                     |                                              |
|---------------------|----------------------------------------------|
| Frequency of Review | Every 1 year                                 |
| Author              | Careers Lead/Headteacher                     |
| Approved by         | Local Governing Board & Trust Directors      |
| Reviewed            | Jan 2024                                     |
| Date of Next Review | Jan 2025 (unless there is a material change) |

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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 pupils 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 pupils in years 8 to 14 for the purposes of informing them about approved technical education, qualifications, or apprenticeships.

Schools must provide a minimum of 6 encounters with technical education or training providers to all pupils in years 8 to 14 (see more detail in section 2.1 below).

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

This is outlined in section 42B of the [Education Act 1997](#), the [Skills and Post-16 Act 2022](#) and on page 43 of guidance from the Department for Education (DfE) on [careers guidance and access for education and training providers](#).

This policy shows how our school complies with these requirements across our schools.

#### 2.1 The 6 encounters schools must offer to all pupils in years 8 to 14

Schools must offer:

- 2 encounters for pupils during the 'first key phase' (year 8 or 9)
  - All pupils must attend
  - Encounters can take place any time during year 8, and between 1 September and 28 February during year 9
- 2 encounters for pupils during the 'second key phase' (year 10 or 11)
  - All pupils must attend

- Encounters can take place any time during year 10, and between 1 September and 28 February during year 11
- 2 encounters for pupils during the 'third key phase' (year 12 or 14)
  - Pupils can choose to attend
  - Encounters can take place any time during year 12, and between 1 September and 28 February during year 14

These encounters must happen for a reasonable period of time during the standard school day. Schools can continue to provide complementary experiences but encounters outside of school hours won't count towards these requirements.

Schools must ask each provider to provide the following information as a minimum:

- Information about the provider and the approved qualifications or apprenticeships they offer
- Information about what careers those qualifications and apprenticeships can lead to
- What learning or training with the provider is like
- Answers to any questions from pupils

Pupils will have the opportunity to visit a number of providers during the given time frame. They will have a tour of the campuses, have the opportunity to ask questions and give feedback on how they think the provider might best suit their ambitions and hopes for the future.

## **2.2 Meaningful provider encounters**

Our school is committed to providing meaningful encounters to all pupils.

1 encounter is defined as 1 meeting/session between pupils and 1 provider.

Kingfisher implement a progressive programme that will broaden horizons, and scaffold the development of knowledge and understanding required for pupils. As a school we endeavour to use the tool of Compass+ to identify areas for development and implement appropriate intervention along with using it to inform our continuous improvement. The careers lead will continuously strive to grow their expertise in career pathways and the opportunities for our young people to ensure that all encounters are meaningful.

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

## **3. Student entitlement**

All pupils in years 8 to 14 at Kingfisher school are entitled to:

- Find out about technical education qualifications and apprenticeship opportunities appropriate to them 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 suitable for our pupils, including technical education and apprenticeships, e.g. through activities and events such as options events, assemblies, and taster events
- Understand how to make applications for the full range of academic and technical courses

## **4. Management of provider access requests**

### **4.1 Procedure**

A provider wishing to request access should contact Tor Broadley, Teacher (Careers Lead).

Telephone: 01235 555512

Email: [tor.broadley@kingfisher.oxon.sch.uk](mailto:tor.broadley@kingfisher.oxon.sch.uk)

#### 4.2 Opportunities for access

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

|         | AUTUMN TERM                                                                                                | SPRING TERM                                                                                                                                                                                                                                                                     | SUMMER TERM                                                                                                                                              |
|---------|------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|
| YEAR 8  | Question and answer session with local employer.                                                           | Employer event for pupils, parents – market stall event giving overview of local, regional, and national opportunities and skills requirement                                                                                                                                   | Careers workshop<br>Technical/vocational tasters at local college/s, training providers                                                                  |
| YEAR 9  | Question and answer session with local employer.                                                           | Employer event for pupils, parents – market stall event giving overview of local, regional, and national opportunities and skills requirement<br><br>Technical/vocational tasters at local college/s, training providers<br><br>Employer Encounters – visit to local businesses | <b>No encounters – encounters must have taken place by 28 February</b>                                                                                   |
| YEAR 10 | Question and answer session with local employer.                                                           | Life Skills – work experience preparation sessions<br><br>Networking event with providers and employers                                                                                                                                                                         | Meetings with careers adviser<br><br>Technical/vocational tasters at local college/s, training providers                                                 |
| YEAR 11 | Post-16 provider open evenings<br>Post-16 applications<br>Question and answer session with local employer. | Work experience preparation sessions<br>Work experience<br>Post-16 interviews<br>Employer event for pupils, parents – market stall event giving overview of local, regional, and national opportunities and skills requirement                                                  | <b>No encounters – encounters must have taken place by 28 February</b><br><br>Confirmation of post-16 education and training destinations for all pupils |

|            | AUTUMN TERM                                                                                                                                                                      | SPRING TERM                                                                                                                                                                                                                                                                          | SUMMER TERM                                                                                                                                                     |
|------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| YEAR 12    | Higher education (HE) fair<br>Question and answer session with local employer.                                                                                                   | Small group sessions: future education, training, and employment options<br>Employer event for pupils, parents – market stall event giving overview of local, regional, and national opportunities and skills requirement<br>Work experience preparation sessions<br>Work experience | Technical/vocational tasters at local college/s, training providers<br>Meetings with careers adviser<br>Work experience preparation sessions<br>Work experience |
| YEAR 13&14 | Workshops – HE and higher apprenticeship applications<br>Question and answer session with local employer.<br>Technical/vocational tasters at local college/s, training providers | Employer event for pupils, parents – market stall event giving overview of local, regional, and national opportunities and skills requirement<br>Work experience preparation sessions<br>Work experience                                                                             | <b>No encounters – encounters must have taken place by 28 February</b><br>Confirmation of post-18 education and training destinations for all pupils            |

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

These events will run in line with any measures related to public health incidents, including COVID-19.

#### 4.3 Granting and refusing access

Access will be given for providers to attend during school assemblies, timetabled Careers or Life lessons, and Careers or Raising Aspirations events that Kingfisher School is arranging. Pupils may also travel to visit another provider as part of the trip to be organised in partnership with Kingfisher School.

#### 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

Kingfisher school will make the main hall, classrooms, or private meeting rooms available for discussions between the provider and pupils, as appropriate to the activity. Schools will also make available audio, visual and other specialist equipment to support provider presentations. This will all be discussed and 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 which will be available to pupils in their school libraries.

## 5. Previous providers

In previous years we have invited the following providers from the local area to speak to our pupils:

- Abingdon and Witney College
- City of Oxford College
- Style Acre
- Kingfisher School VI Form
- Yellow Submarine
- Oxfordshire Employment Team
- Activate
- Radley College
- Department for Work and Pensions
- MacIntryre Abingdon Partnership

## 6. Pupil destinations

Last year, our year 11 pupils moved to a range of providers in the local area after school:

- Abingdon and Witney College

Last year, our year pupils moved to a range of providers in the local area after school:

- Abingdon and Witney College
- Oxford College
- Activate
- Horizons College

## 7. Complaints

Any complaints related to provider access can be raised following the school complaints procedure [download.asp](https://www.thepropelleracademytrust.org.uk/download.asp) ([thepropelleracademytrust.org.uk](https://www.thepropelleracademytrust.org.uk)) or directly with The Careers & Enterprise Company via [provideraccess@careersandenterprise.co.uk](mailto:provideraccess@careersandenterprise.co.uk)

## 8. Links to other policies

- Safeguarding/child protection policy
- Complaints policy

## 9. Monitoring arrangements

The arrangements for managing the access of education and training providers to pupils are monitored by the Headteacher.

This policy will be reviewed by the Careers Lead/Headteacher annually.

At every review, the policy will be approved by the Local Governing Board and Trust Directors.