

# Policy B11 - Provider Access

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## St Leonards Academy: Provider Access Policy

### 1. Introduction

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

### 2. Student entitlement

- 2.1 Students in years 8-13 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 evenings, assemblies and group discussions and taster events.
- To understand how to make applications for the full range of academic and technical courses.

### 3. Management of provider access requests

#### 3.1 Procedure

A provider wishing to request access should contact

*Rachel Sadler CEIAG Lead Teacher*

Telephone: [01424 448740]; Email: [r.sadler@hasla.org.uk](mailto:r.sadler@hasla.org.uk)

#### 4. Opportunities for access

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

##### *Example*

	Autumn Term	Spring Term	Summer Term
<b>Year 8</b>	<ul style="list-style-type: none"> <li>- Lifelong Learning Lessons timetabled for one hour each fortnight</li> <li>- Small group CEIAG seminar sessions</li> </ul>	<ul style="list-style-type: none"> <li>- Lifelong Learning Lessons timetabled for one hour each fortnight</li> <li>- Small group CEIAG seminar sessions</li> <li>- GCSE Options Evening, which takes place at the end of January</li> <li>-</li> </ul>	<ul style="list-style-type: none"> <li>- Lifelong Learning Lessons timetabled for one hour each fortnight</li> <li>- Small group CEIAG seminar sessions</li> </ul>
<b>Year 9</b>	<ul style="list-style-type: none"> <li>- Lifelong Learning immersion day, which take place either as a part or full day with a varying focus on an aspect of Lifelong Learning, including CEIAG.</li> <li>- Small group CEIAG seminar sessions</li> </ul>	<ul style="list-style-type: none"> <li>- Lifelong Learning immersion day, which take place either as a part or full day with a varying focus on an aspect of Lifelong Learning, including CEIAG.</li> <li>- Small group CEIAG seminar sessions</li> </ul>	<ul style="list-style-type: none"> <li>- Lifelong Learning immersion day, which take place either as a part or full day with a varying focus on an aspect of Lifelong Learning, including CEIAG.</li> <li>- Small group CEIAG seminar sessions</li> </ul>
<b>Year 10</b>	<ul style="list-style-type: none"> <li>- Lifelong Learning immersion day, which take place either as a part or full day with a varying focus on an aspect of Lifelong Learning, including CEIAG.</li> <li>- Small group CEIAG seminar sessions</li> </ul>	<ul style="list-style-type: none"> <li>- Lifelong Learning immersion day, which take place either as a part or full day with a varying focus on an aspect of Lifelong Learning, including CEIAG.</li> <li>- Small group CEIAG seminar sessions</li> </ul>	<ul style="list-style-type: none"> <li>- Lifelong Learning immersion day, which take place either as a part or full day with a varying focus on an aspect of Lifelong Learning, including CEIAG.</li> <li>- Small group CEIAG seminar sessions</li> <li>- Year 10 Progression day and careers fair.</li> <li>- Post 16 taster days</li> </ul>

	Autumn Term	Spring Term	Summer Term
<b>Year 11</b>	<ul style="list-style-type: none"> <li>- Lifelong Learning Lessons timetabled for one hour each fortnight</li> <li>- Small group CEIAG seminar sessions</li> <li>- Extended assemblies exploring Post 16 opportunities</li> <li>- Post 16 Parent and Pupils Information Evening's</li> </ul>	<ul style="list-style-type: none"> <li>- Lifelong Learning Lessons timetabled for one hour each fortnight</li> <li>- Post 16 Parent and Pupils Information Evening's</li> </ul>	

4.2 Please speak to our named Careers Leader to identify the most suitable opportunity for you.

4.3 The Trust policy on safeguarding which can be found [here](#) sets out the academy's approach to allowing providers into school as visitors to talk to our students.

## 5. Premises and facilities

5.1 The academy will make the main hall, classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. It 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 or a member of their team.

5.2 Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Careers Resource Centre, which is managed by Cathy Stafford.

The Resource Centre is available to all students at lunch and break times.

## 6. Policy status and review

<b>Written by:</b>	Director of School Improvement
<b>Owner:</b>	Director of School Improvement
<b>Status:</b>	Approved
<b>Approval date:</b>	Executive Team December 2017
<b>Review Date:</b>	By 2021/22 or as required

