



Provider Access Policy Statement	
<b>Person(s) responsible for updating the policy</b>	Assistant Principal
<b>Date approved</b>	08/02/2022
<b>Approved by</b>	Principal
<b>Period of review</b>	3 years
<b>Status</b>	Statutory

## Contents

1. Aims. 2
2. Statutory requirements. 2
3. Student entitlement 2
4. Management of provider access requests. 2
5. Links to other policies. 4
6. Monitoring arrangements. 4

# 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 11 at Springwest 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

A provider wishing to request access should contact Mr Craig Adams, Vice Principal.

Telephone: 0208 831 3000

Email: [c.adams@staff.springwestacademy.org](mailto:c.adams@staff.springwestacademy.org)

#### 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 students and/or their parents/carers:

	Autumn Term	Spring Term	Summer Term
Year 8	Character Day Careers Workshop	PSHE CEIAG lessons	Careers workshop
Year 9	Assembly and tutor group opportunities - employability skills	Key Stage 4 options event	
Year 10	Assembly and tutor group opportunities - employability skills  Higher Education Fair	Assembly and tutor group opportunities - employability skills	Work experience preparation sessions  Work experience
Year 11	Assembly on opportunities at 16  Post-16 evening  Higher Education Fair	Mock Interviews  Post-16 evening  Post-16 taster sessions  Apprenticeships – support with applications	

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

#### 4.3 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.

#### 4.4 Premises and facilities

The school will make the main hall, classrooms or meeting rooms available for discussions between the provider and students, as appropriate to the activity. The school will also make available audio visual equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the CEIAG lead or a member of Senior Staff.

Providers are welcome to leave a copy of their prospectus or other relevant course material in the KS4 zone or in the School Library.

## 5. Links to other policies

Please see also our:

Safeguarding/child protection policy

Careers guidance policy

Curriculum policy

Which are all available on our website.

## 6. Monitoring arrangements

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