



Joseph Leckie  
Academy

# Provider Access Policy Statement

This policy is reviewed annually

History of Document

Approved by Governors: September 2021

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### 1. Aims

This policy statement aims to set out our Academy'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 and Academies 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 and Academies 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 Academy complies with these requirements.

### 3. Student entitlement

All students in years 7 to 13 at Joseph Leckie 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 to all available academic and technical courses

### 4. Management of provider access requests

#### 4.1 Procedure

A provider wishing to request access should contact Camille Ebanks-Powell, Careers Leader

Telephone: 01922 721071

Email: c.ebanks@josephleckieacademy.co.uk

## 4.2 Opportunities for access

A number of events, that are integrated into our careers programme, will offer providers an opportunity to come into the Academy to speak to students and/or their parents/carers.

The following list provides examples of events from our Careers Programme for 2020-21:

|                | Autumn term  | Spring term  | Summer term   |
|----------------|--|--|---|
| <b>Year 7</b>  |  | National Careers Week assembly   | PDP opportunities<br>Careers Fair (TBC)                       |
| <b>Year 8</b>  |  | Key Stage 4 options event<br>National Careers Week assembly<br>PDP opportunities                         | Careers Fair (TBC)<br>PDP opportunities                       |
| <b>Year 9</b>  | Assembly and tutor group opportunities - employability skills                              | PDP opportunities<br>National Careers Week assembly  | PDP opportunities<br>Careers Fair (TBC)                       |
| <b>Year 10</b> | Assembly and tutor group opportunities - employability skills                              | PDP opportunities<br>National Careers Week assembly  | Practice interview preparation sessions<br>Careers Fair (TBC) |
| <b>Year 11</b> | Year 11 Practice interviews  | Post-16 Evening<br>National Careers Week assembly  |   |
| <b>Year 12</b> | Assembly and small group opportunities - future education, training and employment options | Small group sessions future education, training and employment options<br>National Careers Week assembly | UCAS Week<br>Work Experience Week<br>Careers Fair (TBC)       |
| <b>Year 13</b> | Assembly and small group opportunities - future education, training and                    | Assembly and small group opportunities - employability skills  |   |

|  |                    |                                |  |
|--|--------------------|--------------------------------|--|
|  | employment options | National Careers Week assembly |  |
|--|--------------------|--------------------------------|--|

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

### **4.3 Granting and refusing access**

Access to students may be granted / refused based on the following criteria<sup>1</sup>:

- The needs of the students
- The needs of the curriculum
- Timing of the Academy day
- Nature of request from the provider
- Number of requests received from providers
- Number of requests received for a particular cohort of students
- Quality of previous interactions with our students

### **4.4 Safeguarding**

Our children and vulnerable adult protection policy outlines the Academy's procedure for checking the identity and suitability of visitors.

Education and training providers will be expected to adhere to this policy. Please ensure that this policy is accessed and read before requesting access. This policy can be found on the Academy's website.

### **4.5 Premises and facilities**

Facilities available for providers include:

- Hall space with audio / visual equipment and access to the internet.
- Classroom facilities with projectors or interactive equipment.
- Computer room, if available.

The process for organising and agreeing which facilities can be used should be made when contacting the Careers Leader to identify the most suitable opportunity.

Providers can leave prospectuses or other material for students to read with the member of staff who is supervising the group to distribute at an appropriate time, this may not be at the same time as the session.

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

This policy links to the following Academy policies, all of which can be accessed via the Academy website.

- Children and Vulnerable Adult Protection Policy
- Careers Education Policy

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<sup>1</sup> This list is not exhaustive and each access request will be considered on a case by case basis. We will always try to provide access wherever possible

- Teaching and Learning Policy

## **6. Monitoring arrangements**

The Academy's arrangements for managing the access of education and training providers to students is monitored by Camille Ebanks-Powell, Careers Leader

This policy will be reviewed by Camille Ebanks-Powell, Careers Leader annually. At every review, the policy will be approved by the governing body.