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## Provider Access Policy

### 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

### 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 7 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.

### Publication and scope

This policy applies to every secondary school in Anthem and will be posted on each secondary school website. It can be made available in hard copy and in large print on request.

### Pupil entitlement

All students in years 7 to 13 at Oxford Spires 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.

## Management of provider access requests

### Procedure

A provider wishing to request access should contact: Dr J Watson, Vice Principal; 01865 415936; [jwatson@spires.anthemtrust.uk](mailto:jwatson@spires.anthemtrust.uk).

### 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
<b>Year 8</b>	9 Nov, 3.30-4.30 - Learning about university: parent and student workshop Adviza and City College at parents' evening	Adviza at parents' evening 7-12 March – National Careers Week talks on careers, universities and apprenticeships	
<b>Year 9</b>	Adviza and City College at parents' evening	Adviza at parents' evening 15 Feb, 3.30-4.30 - Preparing for competitive universities: parent and student workshop 7-12 March – National Careers Week talks on careers, universities and apprenticeships	
<b>Year 10</b>	Adviza and City College at parents' evening	Adviza at parents' evening 15 Feb, 3.30-4.30 – Preparing for competitive universities: parent and student workshop 7-12 March – National Careers Week talks on careers, universities and apprenticeships	29 June – City College and apprenticeships options talk
<b>Year 11</b>	23 Sept – Choices afternoon: Sixth Form, College, Apprenticeships 16 Oct – Step Up session Adviza and City College at parents' evening	20 Jan – Step Up visit Adviza at parents' evening 7-12 March – National Careers Week talks on careers, universities and apprenticeships	
<b>Year 12</b>	Mentors work with Year 12 students	Mentors work with Year 12 students	Mentors work with Year 12 students

	Adviza and City College at parents' evening	28 Jan – City College application support session for Steppers Adviza at parents' evening 7-12 March – National Careers Week talks on careers, universities and apprenticeships 5 Mar – Year 12 Apprenticeship Afternoon	27 June-1 July – Higher Education and Research week (including Oxford Brookes HE Day) 1 July – Assessment Centre Day 11-15 July – Work Experience Week
<b>Year 13</b>	Adviza and City College at parents' evening	Adviza at parents' evening 7-12 March – National Careers Week talks on careers, universities and apprenticeships	

The events listed above are subject to change and this is not an exhaustive list, as we respond to new opportunities and the needs of our students.

Please speak to Dr J Watson to identify the most suitable opportunity for you.

## Granting and refusing access to providers

Access to our students has to fit into our Careers and Aspiration year plan, avoiding key times such as mock exams. But otherwise we find every opportunity for outside providers to communicate with our students.

Access will be provided based on meeting the following criteria:

- Adequate room(s) and equipment are available, based on existing timetable and letting commitments.
- Staff are available to attend, taking account of participant numbers and teaching timetables, to ensure DBS regulations are complied with.
- Students are available to attend, depending on the dates requested and curriculum considerations.
- Providers are able to present impartial, unbiased and high-quality, age-appropriate content, meeting equal opportunity requirements.
- Providers are GDPR compliant.

## Safeguarding

The school and Anthem are committed to keeping children safe and our Child Protection and Safeguarding 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, which can be found on our school website.

## Complaints

Complaints about services from providers who use school premises or facilities should be directed to the provider concerned.

### **Premises and facilities**

Outside providers contacting Oxford Spires Academy will be provided with the facilities they need – from our Theatre, for whole group sessions, to smaller rooms for workshops. Audio-visual devices required will be provided on request when the provider discusses their visit with Dr Watson or the member of staff acting as liaison. Providers can leave materials for students to read after the session.

### **Monitoring arrangements**

The school's arrangements for managing the access of education and training providers to students are monitored by Dr J Watson, Vice-Principal

This policy will be reviewed every two years.