

Provider Access Policy Statement

Adopted Date: 01/09/2023
Review Date: 01/09/2024

Equality and Inclusion Statement:

We include our equality statement in the beginning of all policies to emphasise our commitment to equality and inclusion.

At Apex Specialist Education we are committed to promoting equality of opportunity, eliminating discrimination and harassment, valuing diversity and promoting positive relationships. We provide an inclusive education which enables all pupils to develop their full potential meeting the requirements of the Equality Act 2010 and Special Educational Needs and Disability Code of Practice 2014.

At Apex Specialist Education, we believe that diversity is a strength which should be respected and celebrated by all those who learn, teach and visit us.

In line with the public sector equality duty (PSED) standards, Apex Specialist Education will have due regard to the need to:

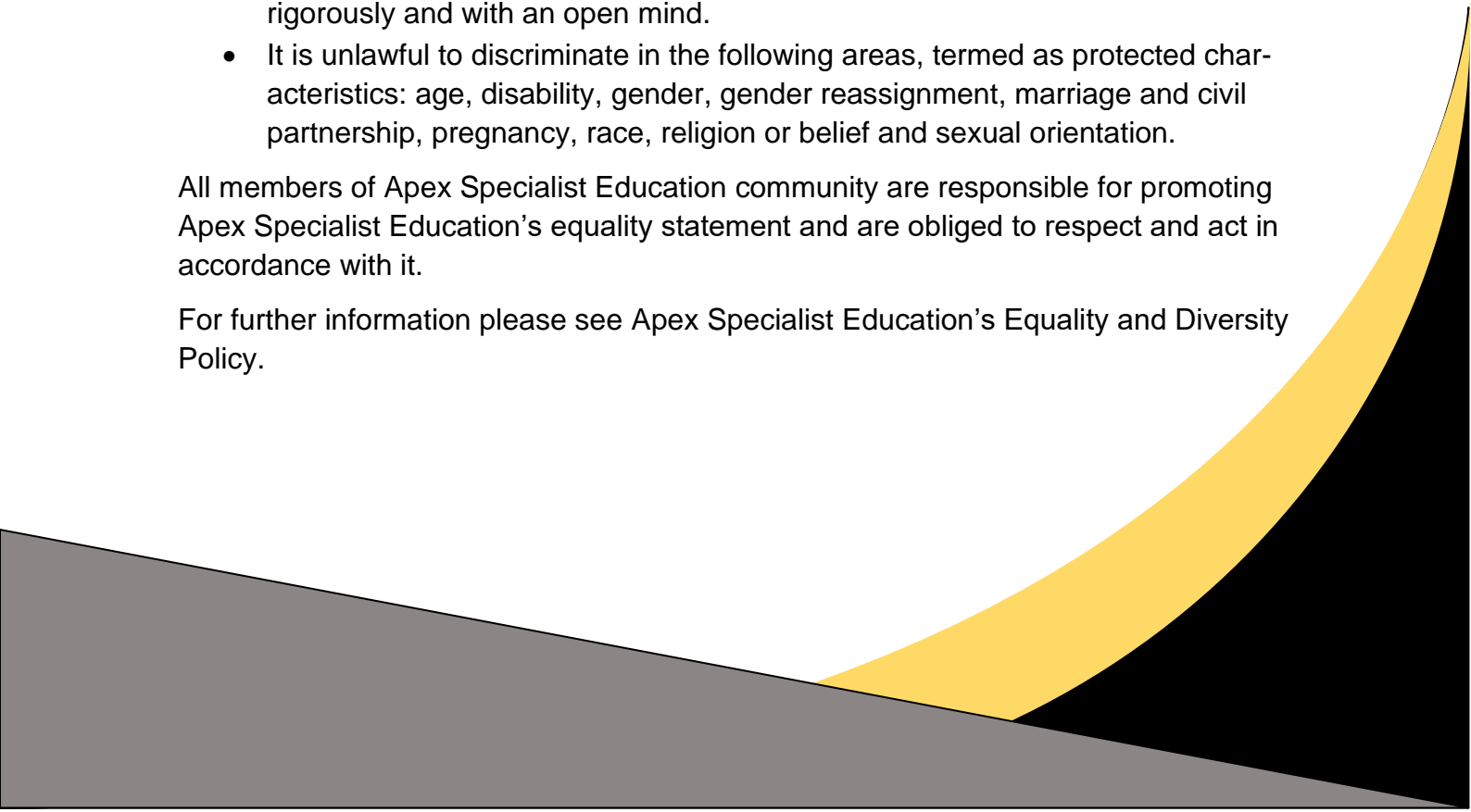
- Eliminate discrimination.
- Advance equality of opportunity between people who share a protected characteristic and people who do not share it.
- Foster good relations across all characteristics, between people who share a protected characteristic and people who do not share it.

In practice, due regard means that the governing board and the leadership team will:

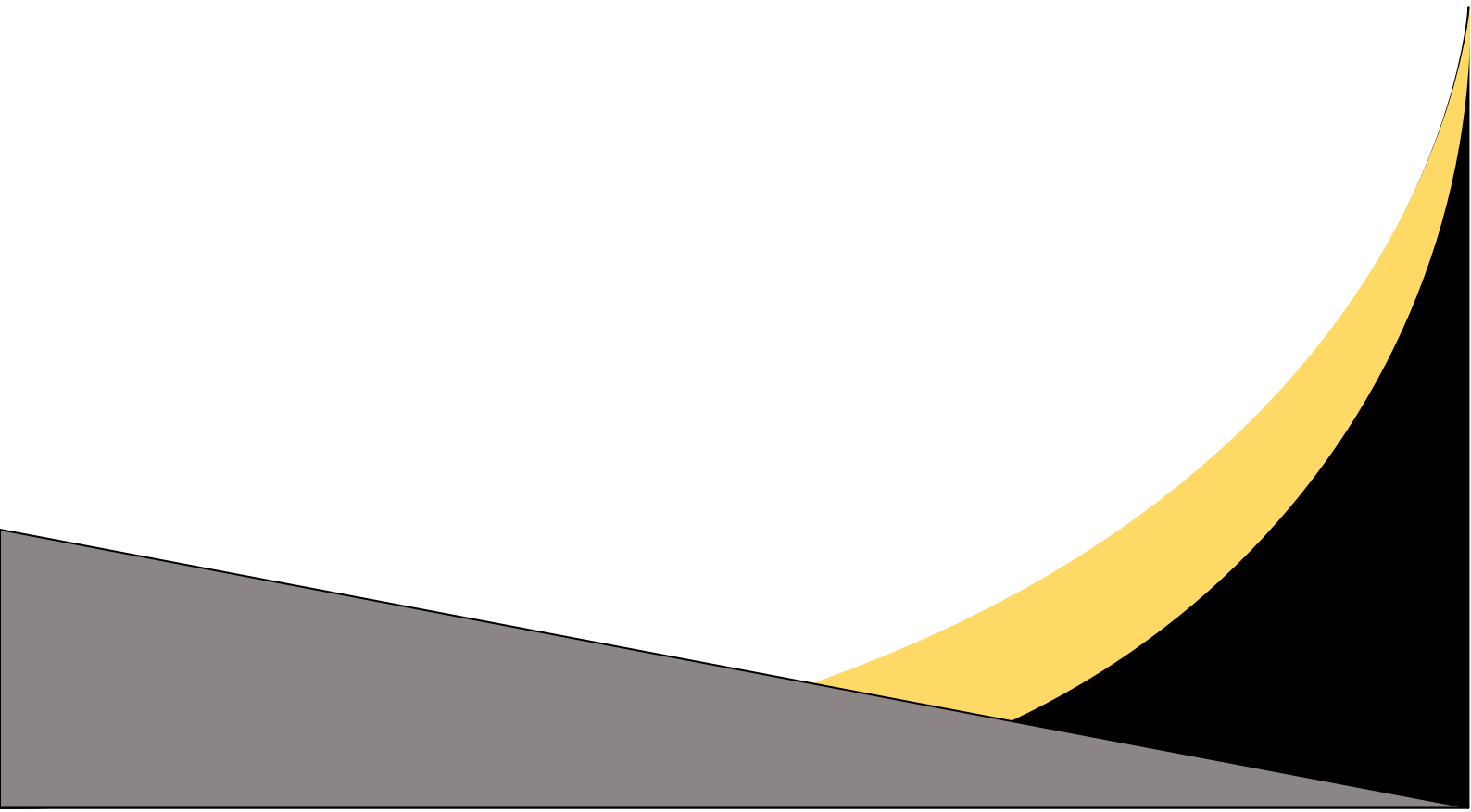
- Be aware of the duty to have due regard when making decisions or taking action and will assess whether it may have implications for people with particular protected characteristics.
- Consider equality implications before and at the time that they develop policies and take decisions, not as an afterthought and keep them under review on a continuing basis.
- Integrate PSED into the implementation of all school functions and ensure that the analysis necessary to comply with the duty is carried out seriously, rigorously and with an open mind.
- It is unlawful to discriminate in the following areas, termed as protected characteristics: age, disability, gender, gender reassignment, marriage and civil partnership, pregnancy, race, religion or belief and sexual orientation.

All members of Apex Specialist Education community are responsible for promoting Apex Specialist Education's equality statement and are obliged to respect and act in accordance with it.

For further information please see Apex Specialist Education's Equality and Diversity Policy.



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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 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 provide a minimum of 6 encounters with technical education or training providers to all pupils in years 8 to 13 (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 Education 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.

2.1 The 6 encounters schools must offer to all pupils in years 8 to 13

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

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

2.2 Meaningful provider encounters

Apex Specialist Education is committed to providing meaningful encounters to all pupils.

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

Apex Specialist Education uses the [Making it Meaningful checklist](#) from The Careers & Enterprise Company to consider whether an encounter is meaningful.

Meaningful live online engagement is also an option at our school.

3. Pupil entitlement

All pupils in years 8 to 11 at Apex Specialist Education 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, 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 Mr. M McCann (Headteacher/Proprietor)

Telephone: 07915 269 720

Email: matthew.mccann@apex-specialisteducation.com

4.2 Careers programme overview

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	<ul style="list-style-type: none"> • Guest speaker • Assembly and tutor group opportunities • Meeting with careers adviser 	<ul style="list-style-type: none"> • Guest speaker • Assembly and tutor group opportunities • Meeting with careers adviser 	<ul style="list-style-type: none"> • Guest speaker • Assembly and tutor group opportunities • Meeting with careers adviser
YEAR 9	<ul style="list-style-type: none"> • Guest speaker • Assembly and tutor group opportunities • Meeting with careers adviser 	<ul style="list-style-type: none"> • Guest speaker • Assembly and tutor group opportunities • Meeting with careers adviser • Key Stage 4 options event 	<ul style="list-style-type: none"> • Guest speaker • Assembly and tutor group opportunities • Meeting with careers adviser
YEAR 10	<ul style="list-style-type: none"> • UCAS CP focus: Longer term plans • Guest speaker • Assembly and tutor group opportunities • Meeting with careers adviser 	<ul style="list-style-type: none"> • UCAS CP focus: Making informed choices • Guest speaker • Assembly and tutor group opportunities • Meeting with careers adviser • Technical/vocational tasters at local college/s, training providers 	<ul style="list-style-type: none"> • UCAS CP focus: How to get ahead • Guest speaker • Assembly and tutor group opportunities • Meeting with careers adviser • Technical/vocational tasters at local college/s, training providers
YEAR 11	<ul style="list-style-type: none"> • UCAS CP focus: Making informed choices • Guest speaker • Assembly and tutor group opportunities • Meeting with careers adviser • Post-16 applications 	<ul style="list-style-type: none"> • UCAS CP focus: Fulfilling your dreams • Guest speaker • Assembly and tutor group opportunities • Meeting with careers adviser • Post-16 interviews • Apprenticeships – support with applications 	<ul style="list-style-type: none"> • UCAS CP focus: Getting work experience • Guest speaker • Assembly and tutor group opportunities • Meeting with careers adviser • Confirmation of post-16 education and training destinations for all pupils

Please speak to our Headteacher 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

- Facilities will be available to enable providers to access pupils, e.g. rooms, specialist equipment such as audio and visual devices (pre-agreed/arranged in advance).
- Providers can leave prospectuses or other material for students to read.

5. Previous providers

Last academic year we have invited the following providers from the local area to speak to our pupils:

To be completed 09/25.

6. Pupil destinations

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

To be completed 09/25.

7. Complaints

Any complaints related to provider access can be raised following the school complaints procedure accessible via our website.

