


Meadowhead School Academy Trust

Provider Access Policy Statement



**This is a policy of Meadowhead School Academy Trust.
Meadowhead School is a Foundation School
and a member of the
Meadowhead Community Learning Trust**

Staff Responsible: Cerys Evans, Careers & Employability Development Manager

Created: August 2017, updated September 2020

Next Review: September 2021

Provider Access Policy

Introduction

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

Pupil entitlement

All pupils in Years 8-13 are entitled:

- to find out about technical education qualifications and apprenticeship 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 events, World of Work Week, assemblies, and taster events;
- to 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 Cerys Evans, Careers & Employability Development Manager at the school.

Telephone: 0114 2372723

Email: evansc@meadowhead.sheffield.sch.uk

Opportunities for access

A number of events, integrated into the school careers programme, will offer providers an opportunity to speak to pupils and/or their parents/carers. These events will take place either face-to-face or virtually.

Please see examples below.

All year groups:

World of Work Week in March (assemblies, employer fair, careers talks)

Year 9:

KS4 Options Evening (Spring term)

Year 10:

Assemblies, mock interviews (Summer term) and taster sessions (Summer term)

Year 11:

Assemblies, taster sessions, parent/carer events on alternatives to sixth form and apprenticeship options (Autumn term)

Year 12:

Tutor briefings throughout the year, parent/carer event on post-18 options (Summer term)

Year 13:

Tutor briefings throughout the year, parent/carer event on apprenticeship options (Autumn term) and mock interviews (Spring term).

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

Reasons for declining requests

The school reserves the right to decline requests for a number of reasons, including (but not restricted to) the following:

- if such attendance would provide an imbalanced view of available provision (eg several apprenticeship providers at an event and no colleges in attendance)
- if the provider's input would not be relevant to a particular event
- if the request is not timely (eg students have already heard from similar providers during the year, or if they are involved in end of year exams)
- if the information is not seen to be in the best interest of pupils (eg if the provider is promoting a 'hard-sell' of their provision, rather than enabling students to make an informed decision; or there are concerns about the ethics or quality of the provision).

In such cases, the Careers & Employability Development Manager (who supports the delivery of impartial Careers Education, Information, Advice and Guidance [CEIAG] across the school) would inform the provider of this decision and the reason why.

If the provider wishes to appeal this decision, they can contact the Assistant Head with responsibility for Careers & Employability at the school. If the provider wishes to appeal the decision received from the Assistant Head, they should contact the Chair of Governors at the school.

Premises and facilities

The school will make the main hall, classrooms or smaller meeting rooms available for discussions between the provider and students, as appropriate to the activity. The school will also make available audio-visual 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.

Providers are welcome to leave a copy of their prospectus or other relevant course literature to be used in the Careers Library or the Careers Office, both of which are open to all students at lunch and break times.

Monitoring, Evaluation and Review

This policy was formally approved by the Governing Body on: Monday 5 February 2018

This policy will be monitored and reviewed on an annual basis, to ensure that current legislation and best practice is recorded

Chair of Governors	<u>Lynda Taylor</u>	Date	<u>05/02/18</u>
Headteacher	<u>Steve Fowler</u>	Date	<u>05/02/18</u>
Review Date	<u>September 2018</u>		

This policy follows guidelines set out by