



Saxon Hill Academy

Provider Access Policy

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Aims

This policy statement aims to set out our Saxon Hill'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 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 students.

This is outlined in section 42B of the [Education Act 1997](#), the [Skills and Post-16 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
- 2 encounters for pupils during the 'third key phase' (year 12 or 13)
 - Pupils can choose to attend
 - Encounters can take place any time during year 12, and between 1 September and 28 February during year 13

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

Annually, Saxon Hill hosts a transition event in school hours, which all pupils from year 8 onwards visit. We also invite parents/ carers to this event. We have a range of representative from different post 19 education providers, colleges, day centres and independent living options. Providers are given the opportunity to present about their setting and ask/ answer any questions. Pupils and parents can then choose to speak to providers individually or in small groups to gain further information.

Additionally, in September each year, pupil from Year 8 onwards complete a Pupil Voice document, with a Preparation for Adulthood focus. We use this document to gauge pupils' interests and future aspirations. We then invite different education and training providers along with people from sectors of interest into school to present information to pupil and answer any questions they have.

2.2 Meaningful provider encounters

Our school is committed to providing meaningful encounters to all pupils. A meaningful encounter:

- Is where the pupil can explore what it is like to learn, develop and succeed in that environment
- Involves meeting both staff and learners/trainees
- Has a clear purpose
- Is underpinned by learning outcomes that are appropriate to the needs of the pupil
- Involves a 2-way interaction between the pupil and the provider
- Includes information about the provider, such as their recruitment and selection processes, the qualifications that provider offers and the careers these could lead to
- Describes what learning or training with the provider is like
- Is followed by opportunities for the pupil to reflect on the insights, knowledge or skills gained through the encounter

Pupil Entitlement

All pupils in years 8-13 at Saxon Hill Academy are entitled:

- to find out about technical education qualifications and apprenticeships 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, assemblies and group discussions 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:

Wendy Arnefield Work Experience and Community Coordinator: wendy.arnfield@saxon.set.org

Suzanne Walters – Deputy Head and SENCO: suzanne.walters@saxon.set.org

Telephone: 01543 414892

Opportunities for access

A number of events, integrated into the school careers programme, will offer providers an opportunity to come into school to speak to pupils and/or their parents/carers:

For pupils in Year 8 to Year 14 Autumn Term:

Annual update of Pupil Voice Preparation for Adulthood document, outlining individual aspirations, will be used as a guide to invite visiting colleges, providers or speakers on related themes during this term.

Preparing for Adulthood programme delivered during weekly sessions, some assembly time and integrated into pupils' school day.

For pupils in Year 8 to Year 14 Spring Term:

Annual Transition Fayre where all students and their families are invited to hear the offers of local and regional Education, Health and Care providers for school leavers. This includes colleges, day and residential opportunities as well as some apprenticeships. There are also some videos of these available on our website where the event had to take place online.

Preparing for Adulthood programme delivered during weekly sessions, some assembly time and integrated into pupils' school day.

For pupils in Year 8 to Year 14 Summer Term:

Visits for students, to a range of local and regional colleges and care providers to support their informed choices.

Preparing for Adulthood programme delivered during weekly sessions, some assembly time and integrated into pupils' school day.

Pupils in Towards Independence (Years 10-14):

Pupils in Towards Independence also attend weekly experience opportunities and additional support with accessing the community. Please see the Careers Guidance and Work Experience policy for more information on this.

They also access half-termly visits to post-19 providers.

Please speak to the below contacts to identify the most suitable opportunity for you.

Suzanne Walters – SENCO: suzanne.walters@saxon.set.org

Wendy Arnfield – Work Experience and Community Coordinator: wendy.arnfield@saxon.set.org

Premises and Facilities

The school will make the Community Café, main hall, classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. The school will also make available a projector, interactive whiteboard, sound system or other equipment needed to support provider presentations. This will all be discussed and agreed in advance of the visit.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the school and electronic versions will be added to our website.

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. Education and training providers will be accompanied by a member of school staff.

Previous Providers

In previous years, we have invited the following providers from the local area to speak to our pupils:

- Queen Alexandra College
- South Staffordshire College
- Liberty Staffordshire CIC
- Care First
- Trinity College
- Burton College
- TORC college
- Sherratts Wood
- Hereward College
- Mencap
- Lotus Enrichment Centre

We have also had careers talks and presentations (based on pupils' interests) given from a range of professionals, such as:

- The Police Force
- The Prison Service
- Stewarding
- Artist

- Electric wheelchair football coach
- Paramedics
- Hairdresser
- DJ
- Children's Entertainer
- Social Worker
- Fictional Writer

Pupil Destinations

Last year, our Towards Independence pupils visited a range of providers in the local area. The visits were based on their aspirations and address.

These visits included:

- Queen Alexandra College
- Sherratts Wood
- Catherine Care
- Rodbaston College
- Transition 2
- Burton College
- Hereward College
- TORC college

Complaints

Any complaints related to provider access can be raised following the school complaints procedure linked below or directly with The Careers & Enterprise Company via provideraccess@careersandenterprise.co.uk

Links to other Policies

This policy links to the following policies. Please see school website for further details:

- [Safeguarding and Child Protection Policy](#)
- [Careers Guidance and Work Experience Policy](#)
- [Curriculum Policy](#)
- [Complaints Policy](#)

Monitoring and Review

This policy, the information included, and its implementation will be monitored by the Academy Council and reviewed annually.