Provider Access Policy Statement

Spa Education Trust

Approved by:		**Date:**
Last reviewed on:	September 2026	
Next review due by:	September 2027	

Contents

1. Aims 2
2. Statutory requirements 2
3. Student entitlement 3
4. Management of provider access requests 5
5. Working with parents and carers 6
6. Complaints 6
7. Links to other policies 6
8. Monitoring arrangements 6

---

1. Aims

At Spa School we aim to provide all pupils from year 7 to 14 with meaningful opportunities to explore a wide range of future options.

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

As a school we aim to:

- Develop knowledge and awareness among our pupils of all career pathways available to them, including technical qualifications and apprenticeships
- Support pupils in learning more about opportunities for education and training outside of school, before they make crucial choices about their future options
- Reduce drop-out from courses and avoid the risk of pupils becoming NEET (not in education, employment or training)

The requirements and entitlements in section 2 apply to every school in the trust. Sections 3, 4, 5, 6 and 7 set out the details for the named school adopting the policy.

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 students.

This is outlined in:

- Section 42B of the Education Act 1997
- Education and Skills Act 2008
- The School Information (England) Regulations 2008
- The Skills and Post-16 Education Act 2022

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 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

Our school is committed to providing meaningful encounters to all pupils.

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

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

3. Student entitlement

All students in years 8 to 13 at Spa Bermondsey 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
- Have a minimum of 6 encounters with providers

These encounters must happen for a reasonable period of time during the standard school day.

As a school we can provide complementary experiences but encounters outside of school hours won't count towards these requirements.

Access to providers is available and promoted to allow all pupils to access information about other providers of further education and apprenticeships. We are committed to encouraging all pupils to make decisions about their future based on impartial information.

Pupils in year 8 and 9

All pupils in these year groups are offered:

- 2 encounters with education and training providers
  - All pupils must attend
  - Encounters can take place any time during year 8, and between 1 September and 28 February during year 9

Pupils in year 10 and 11

All pupils in these year groups are offered, as a minimum:

- 2 encounters with education and training providers
  - All pupils must attend
  - Encounters can take place any time during year 10, and between 1 September and 28 February during year 11

Pupils in year 12 and 13

All pupils in these year groups are offered, as a minimum:

- 2 encounters with education and training providers
  - Pupils can choose to attend
  - Encounters can take place any time during year 12, and between 1 September and 28 February during year 13

3.1 Meaningful encounters with providers

Our school is committed to providing meaning encounters for 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

4. Management of provider access requests

4.1 Procedure

A provider wishing to request access should contact Anna Kostoglou the KS3 Assistant Head and Careers Lead

Telephone: 0207 237 3714

Email: akostoglou@spa-education.org

4.2 Information we ask from providers

As a school we ask each provider to provide the following information for our pupils:

- Information about your provision and the approved qualifications or apprenticeships you offer
- Information about what careers those qualifications and apprenticeships can lead to
- What learning or training with you is like
- Answers to any questions from pupils

4.3 Opportunities for access

There are a number of events, integrated into our careers programme, that offer providers an opportunity to come into school to speak to pupils and/or their parents/carers.

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

4.4 Live online encounters

We will consider requests for live online encounters with providers, which may be broadcast into classrooms or the school assembly hall. We will need to carry out technology checks in advance to make sure systems are compatible.

4.5 Granting and refusing access

Each access request will be considered on a case-by-case basis.

We will grant access requests where there is opportunity for a positive contribution to our careers programme.

4.6 Safeguarding

Our 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.

4.7 Premises and facilities

We will provide an appropriate room or assembly hall, with the necessary equipment providers require to carry out their visit effectively – details will be agreed with the provider.

Providers are welcome to leave a copy of their prospectus or other relevant course literature with our Careers Lead.

Providers will be met and supervised by a member of staff who will facilitate their visit.

5. Working with parents and carers

We aim to involve parents and carers in our careers programme and welcome your attendance at encounters with providers in school.

If you would like to speak to the school about encounters with providers, please contact Anna Kostoglou the KS3 Assistant Head and Careers Lead

Telephone: 0207 237 3714

Email: akostoglou@spa-education.org

6. Complaints

Any complaints related to provider access can be raised following the school complaints procedure.

7. Links to other policies

This policy links to our:

- Safeguarding policy
- Curriculum policy
- PSHE policy
- Complaints policy

8. Monitoring arrangements

This policy will be reviewed by Anna Kostoglou KS3 Assistant Head on an annual basis

At every review, the policy will be approved by the governing board