

Provider Access Policy Statement

This policy explains how education and training providers can work with The Kingsway School and access our students. We want every student to understand their options and make informed choices about education, training and future employment.

Commitment and scope

We provide impartial careers education, information, advice and guidance across Years 7 to 11. Academic, technical and vocational routes, including apprenticeships and T levels, will be presented fairly. Opportunities will reflect students' interests, aspirations and support needs, rather than assumptions about their attainment or background.

This policy supports our duties under section 42B of the Education Act 1997 and has been revised with reference to the Department for Education statutory guidance updated on 23 June 2026. Provider access forms part of our wider careers programme; it is not replaced by personal guidance or online resources.

Student entitlement

All students in Years 8 to 11 are entitled to hear directly from providers of approved technical education qualifications and apprenticeships, understand the available routes and find out how to apply. We will arrange at least four encounters during these years:

- Two encounters with two different providers during Year 8 or between 1 September and 28 February in Year 9. Attendance is mandatory for all students.
- Two encounters with two different providers during Year 10 or between 1 September and 28 February in Year 11. Attendance is mandatory for all students.

The national requirement includes two further encounters in Years 12 to 13. The Kingsway School does not have a sixth form, so those encounters fall to students' subsequent school setting where applicable.

These encounters will take place during the normal school day, with sufficient time for providers to explain their offer and answer students' questions. They will not be restricted to selected students. An optional evening event, a university visit or an academic-only college presentation does not, by itself, fulfil this entitlement.

What providers will cover

- Information about the provider and the approved technical qualifications or apprenticeships offered.
- The careers and progression opportunities these routes can lead to.
- What learning or training with the provider is like, including relevant entry and application requirements.
- Time for students to ask questions and receive answers.

School staff will help students prepare and reflect afterwards. The Careers Lead will record participation and arrange a suitable further opportunity for students who miss an encounter.

Opportunities for access

Providers can contribute through assemblies, PPE and personal development lessons, tutor time, workshops, careers events and visits to their premises. The following access windows will guide planning; individual dates and participating providers will be agreed with the Careers Lead.

- Years 8 and 9: technical education and apprenticeship sessions during Year 8 and the autumn or first half of the spring term in Year 9, supporting informed GCSE and future pathway choices.
- Years 10 and 11: provider sessions during Year 10 and the autumn or first half of the spring term in Year 11, supporting post-16 decisions and applications.
- Additional opportunities: college taster activities, employer encounters and post-16 events for students and families. These supplement the required daytime encounters.

Our wider programme includes Year 11 college assemblies, personal guidance, application support and the TKS Year 11 Application Portal. Year 10 university visits and work experience are being developed for 2026–27. Their dates and arrangements remain subject to confirmation and are not presented as completed provision.

Requests for access

Mr K Bourne, Assistant Headteacher and Careers Lead
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Providers should contact the Careers Lead with their organisation and contact details, the qualifications or apprenticeships they offer, proposed year groups, learning outcomes, preferred dates, session length and any room, equipment or accessibility requirements. Please give as much notice as possible; requests will be considered throughout the year.

Granting or declining a request

We welcome requests that broaden students' understanding of their options. Decisions will take account of the relevance and quality of the proposed activity, students' entitlement, accessibility, safeguarding, available facilities and the school timetable. Access will not be refused because a provider offers a route that competes with another institution or because students have expressed a different initial preference.

Where a proposed date clashes with examinations or another commitment, we will seek an alternative date or format. A request may be declined where the activity cannot meet safeguarding requirements or does not provide appropriate education and training information. The Careers Lead will explain the decision and discuss a suitable alternative where possible. Timetabling difficulties will not be used to remove students' statutory entitlement.

Equality and inclusion

We will work with providers, pastoral staff and the SEND team to make encounters accessible. Adjustments may include accessible materials, preparation beforehand, smaller supported groups and additional time for questions. We will consider barriers linked to disadvantage, SEND, care experience, caring responsibilities and attendance. Additional support will enable participation without narrowing the routes students can explore.

Premises facilities and safeguarding

An appropriate classroom, meeting room or assembly space will be agreed for each activity. Presentation equipment and IT facilities can be arranged where available. Providers should discuss requirements in advance rather than assume that a particular room or device will be available.

Providers may supply prospectuses and digital resources for students and families. Materials should be current, accessible and relevant to the agreed activity. Any collection or sharing of student information must be agreed with school and follow our data protection arrangements.

Visitors must follow the school's safeguarding and visitor procedures, sign in and remain under the agreed staff supervision. The school will determine the appropriate checks and supervision for the activity. A one-off visitor will not automatically be required to obtain a DBS check solely to deliver a provider encounter.

Live and virtual encounters

Live online sessions may be agreed where students can interact with the provider and ask questions. Technology, accessibility and supervision arrangements will be checked in advance. A recording or website link alone will not be treated as a required provider encounter.

Management monitoring and review

The Careers Lead coordinates requests and maintains the encounter programme. Records will identify providers, dates, year groups, technical or apprenticeship content, attendance and follow-up. Feedback from students, providers and staff will inform improvements. Leaders will review the record against students' entitlement rather than assume that attendance at a general careers event demonstrates compliance.

The policy will be reviewed annually by the Careers Lead and agreed through the school's governance arrangements. It should be read alongside the school's careers programme, safeguarding, SEND, equality, educational visits, data protection and complaints policies.

Questions and complaints

Providers should first raise concerns about access with the Careers Lead. If the concern remains unresolved, they can use the school's published complaints procedure, available through the school website or office. Providers can also seek support through the Careers & Enterprise Company provider access service.

Review record

Policy coordinator: Mr K Bourne

Revision prepared: October 2026

Approval status: Awaiting confirmation through school governance

Next scheduled review: October 2027, or sooner if provision or statutory guidance changes

Reference

Department for Education — Careers guidance and access for education and training providers, updated 23 June 2026.

<https://www.gov.uk/government/publications/careers-guidance-provision-for-young-people-in-schools/careers-guidance-and-access-for-education-and-training-providers>