

Three Counties Academy Trust



Provider Access Policy Statement

#CU12

Last amended 20th May 2026 (v1.0)

Policy lifespan: 3 years. Subject to annual compliance check. Next full review 19th May 2029.

Version history

Date	Version	Details	Actioned by	PDF to Websites	Word to Governor Hub
20.05.26	1.0	Creation of document. Formatted to house style and checked against model for updates	MF	✓	✓

Contents:

Version history

Policy abbreviations and acronyms

Statement of intent

1. What are pupils entitled to?
2. Who handles our access requests?
3. What opportunities are provided to allow access to pupils?
4. Who should providers contact to discuss events and options?
5. What are the rules for granting or refusing requests?
6. What can providers expect once a request has been accepted?
7. Can providers leave prospectuses for pupils to read?

Monitoring and review

Trust Glossary

Policy Abbreviations and Acronyms

DfE	Department for Education
DSL	Designated Safeguarding Lead
PSHE	Personal, Social and Health Education
TCAT	Three Counties Academy Trust

NB. Where the term “parent” or “parents” is used this includes those who act as carers or have parental responsibility.

Statement of intent

Under Section 42B of the Education Act 1997 Three Counties Academy Trust (TCAT) has a duty to provide pupils in Years 8-11 with access to providers of post-14, post-16 and post-18 education and training. This policy statement sets out how we manage access requests from these providers for access to pupils within our secondary provision.

1. What are pupils entitled to?

Within our secondary settings, pupils in Years 8 to 11 are entitled to:

- Learn more about technical education qualifications and apprenticeship opportunities, as part of a careers programme which informs pupils of the full range of education and training options available to them at each transition point
- Hear from a range of local providers about the opportunities on offer, for example, technical education and apprenticeships – this can be achieved through options evenings, assemblies, group discussions, and taster events
- Understand how to apply to the full range of academic and technical courses available to them

All pupils in Years 8 to 11 will receive at least four encounters with accredited providers of technical education and apprenticeships. These encounters will be divided accordingly:

- During the first key phase (Year 8 to Year 9) all pupils will be offered two mandatory sessions by accredited providers
- During the second key phase (Year 10 and 11) all pupils will be offered two mandatory sessions by accredited providers

2. Who handles our access requests?

For Queen Elizabeth High School specifically, any provider wishing to request access should contact our Careers Leader Mrs M Watkiss, on 01885 482230 or via email on mwatkiss@tcat.school.

3. What opportunities are provided to allow access to pupils?

Via our school careers programme, we offer providers numerous opportunities throughout the school year to speak to pupils and/or their parents.

These sessions will be scheduled during the school's main opening hours, and may include some or all of the following opportunities:

- Assemblies
- College Liaison Teams
- Careers focussed PSHE lessons/sessions/days
- Work Experience preparation

- Careers Afternoon
- Post 16 options and Taster Sessions
- Work Experience placements

TCAT secondary settings offer the four provider encounters that are legally required. An audit trail of these encounters is available on request from our Careers Leader Mrs M Watkiss, on 01885 482230 or via email on mwatkiss@tcat.school.

During these sessions, as a minimum, providers will be given enough time to:

- Share information about the provider and the approved technical qualifications and apprenticeships they offer
- Explain what career routes these qualifications and apprenticeships could lead to
- Provide insights into what it might be like to learn or train with that provider
- Answer pupils' questions

4. Who should providers contact to discuss events and options?

In the first instance, providers can speak to our Careers Leader Mrs M Watkiss, on 01885 482230 or via email on mwatkiss@tcat.school, to discuss possible attendance at relevant events. Following an initial discussion, Mrs Watkiss may need to confirm safeguarding arrangements with the school's DSL Mrs E Davies.

Our Visitor Policy (SG47) and Guest Speaker Policy (SG49) set out TCAT's approach to allowing providers into our schools to speak to our pupils.

5. What are the rules for granting or refusing requests?

We will grant access requests that meet the following criteria:

- A clear link between the content of the access request and the promotion of impartial careers-based information
- Businesses within a 20-mile radius that have a proven record of collaborative work with the Trust or in recruitment from the local labour market
- Any other reasonable request as determined by the Careers Leader and/or our Trust Careers Adviser

We will refuse any access request that is:

- For the sole purpose of promoting a single business or ideology that could be considered not to meet current equality provisions
- A serious safeguarding concern as raised by the DSL
- A serious Health and Safety concern as raised by the Trust Estate Manager
- Where the access request coincides with public examinations
- Unable to proceed due to adverse weather or other force majeure

6. What can providers expect once a request has been accepted?

Once we have approved a provider, we will work with them to identify the best method for providing access to our pupils.

We will make the school hall, classrooms, and private meeting rooms available to host discussions between providers and pupils. We will also make presentation equipment, such as projectors and televisions, available to providers.

Arrangements will be discussed in advance between the individual school's DSL and a nominated member of the provider's team.

7. Can providers leave prospectuses for pupils to read?

Providers are welcome to leave a copy of their prospectus and other relevant course literature with the Careers Adviser in the Careers Room.

Monitoring and review

Lifespan of Policy Statement: 3 Years

At any point this policy statement is updated or fully reviewed, it will be updated on the main TCAT website and will automatically update on all TCAT school websites simultaneously.

Where an annual check or other check results in minor changes, the Version History will be reviewed and updated with a change in the number following the decimal point, for example, v1.1 ⇒ v1.2. Where the policy statement is reviewed in full, then the number before the decimal point will change and reset, for example v1.4 ⇒ v2.0.

Any changes made by the Executive Headteacher/CEO in collaboration with the Board Appointed Trustee will be passed to the Trust Board for ratification and subsequently be notified to Clerks to Local Governing Bodies and Headteachers/Heads of School.

The next scheduled full review date for this policy statement is 19th May 2029.

Date approved by the Board Appointed Trustee: 20th May 2026.

To be ratified and recorded in the minutes at the first Trust Board Meeting after 20th May 2026.

Trust Glossary

AA	Admissions Authority	H&S	Health and Safety
AAI	Adrenaline Auto-Injector (Epi Pen)	HoS	Head of School
ACM	Asbestos Containing Materials	HSE	Health and Safety Executive
AHT	Assistant Headteacher	ICO	Information Commissioners Office
AIR	Attendance Intervention Reviews	IDSR	Inspection Data Summary Report
APDR	Assess Plan Do Review Cycle	IHP	Individual Healthcare Plan
APIs	Application Programming Interfaces	IRMS	Information and Records Management Society
ASC	Autistic Spectrum Condition	IWF	Internet Watch Foundation
ASP	Analyse School Performance	KCSIE	Keeping Children Safe in Education
ATH	Academy Trust Handbook	KS1/2/3/4	Key Stage 1/2/3/4
BAME	Black, Asian and Minority Ethnic Backgrounds	LAC	Looked After Child
BAT	Board Appointed Trustee	LADO	Local Authority Designated Officer
BCP	Business Continuity Plan	LGB	Local Governing Body
BFR	Budget Forecast Return	LLC	Low-Level Concerns
CEO	Chief Executive Officer	LSA	Learning Support Assistants
CFO	Chief Financial Officer	MASH	Multi-Agency Safeguarding Hub
CIF	Condition Improvement Fund	MAT	Multi-Academy Trust

CIN	Child in Need	MFA	Multi-Factor Authentication
CLA	Children Looked After	MFL	Modern Foreign Language
CMIE	Child Missing in Education	NCSC	National Cyber Security Centre
COO	Chief Operating Officer	NoV	Note of Visit
COSHH	Control of Substances Hazardous to Health	NPQ	National Professional Qualifications
CP	Child Protection	PA	Persistent Absence
CPD	Continuing Professional Development	PAN	Published Admission Number
CPOMS	Child Protection Online Management System	PECR	Privacy and Electronic Communications Regulations
CSCS	Children's Social Care Services	PEP	Personal Education Plan
CSE	Child Sexual Exploitation	PEEP	Personal Emergency Evacuation Plan
CTIRU	Counter-Terrorism Internet Referral Unit	PEx	Permanent Exclusion
CWD	Children with Disabilities	PP	Pupil Premium
CYPMHS	Children and Young People's Mental Health Services	PPG	Pupil Premium Grant
DBS	Disclosure and Barring Service	PSHE	Personal, Social and Health Education
DDSL	Deputy Designated Safeguarding Lead	PSED	Public Sector Equality Duty
DfE	Department for Education	PTFA	Parent, Teacher and Friends Association
DHT	Deputy Headteacher	QA	Quality Assurance

DSE	Display Screen Equipment	RIDDOR	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations
DSL	Designated Safeguarding Lead	RHE	Relationships and Health Education
DPO	Data Protection Officer	RPA	Risk Protection Arrangement
EAL	English as an Additional Language	RSHE	Relationships, Sex and Health Education
ECT	Early Career Teacher	SA	Severely Absent
EDIB	Equality, Diversity, Inclusion and Belonging	SALT	Speech and Language Therapist
EHA	Early Help Assessment	SARC	Sexual Assault Referral Centre
EHCNA	Education, Health and Care Needs Assessment	SBM	School Business Manager
EHCP	Education, Health and Care Plan	SCC	Standard Contractual Clause
EHE	Elective Home Education	SCITT	School-Centred Initial Teacher Training
ELSA	Emotional Literacy Support Assistant	SCR	Single Central Record
ESFA	Education and Skills Funding Agency	SDP	School Development Plan
EVC	Educational Visit Coordinator	SDQ	Strengths and Difficulties Questionnaire
EWOSSO	Education Welfare and Safeguarding Support Officer	SEF	Self-Evaluation Form
EYFS	Early Years Foundation Stage	SEMH	Social, Emotional, and Mental Health
FBV	Fundamental British Values	SENCO	Special Educational Needs Coordinator
FFT	Fischer Family Trust	SEND	Special Educational Needs and Disabilities

FGM	Female Genital Mutilation	SIP	School Improvement Partner
FGMPO	FGM Protection Order	SLA	Service Level Agreement
FOI	Freedom of Information	SLCN	Speech, Language and Communication Needs
FSM	Free School Meals	SLT	Senior Leadership Team
FTS	Find a Tender Service	SPOC	Single Point of Contact
GAG	General Annual Grant	STEM	Science, Technology, Engineering and Maths
GDPR	General Data Protection Regulation	TA	Teaching Assistant
GIAS	Get Information about Schools	TAC	Team Around the Child
HASH	Herefordshire Association of Secondary Heads	TCAT	Three Counties Academy Trust
HBA	Honour Based Abuse	TUPE	Transfer of Undertakings (Protection of Employment)
HR	Human Resources	VSH	Virtual School Headteacher