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Provider Access Policy Statement

#CU12

**Last amended 11th April 2025**

**To be reviewed no later than August 31st 2026**

**Contents:**

Common 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

**Common abbreviations and acronyms**

|  |  |  |  |
| --- | --- | --- | --- |
| **AA** | Admissions Authority | **GIAS** | Get Information about Schools |
| **AAI** | Adrenaline Auto-Injector (Epi Pen) | **GPA** | Government Procurement Arrangement |
| **ACM** | Asbestos Containing Materials | **HASH** | Herefordshire Association of Secondary Heads |
| **AFH** | Academies Financial Handbook | **HBV** | Honour Based Violence |
| **AHT** | Assistant Headteacher | **HR** | Human Resources |
| **AIR** | Attendance Intervention Reviews | **H&S** | Health and Safety |
| **APIs** | Application Programme Interfaces | **HoS** | Head of School |
| **BAME** | Black, Asian and Minority Ethnic Backgrounds | **HSE** | Health and Safety Executive |
| **BCP** | Business Continuity Plan | **ICO** | Information Commissioners Office |
| **BFR** | Budget Forecast Return | **IHP** | Individual Healthcare Plan |
| **CAMHS** | Child and Adolescent Mental Health Services | **IRMS** | Information and Records Management Society |
| **CEO** | Chief Executive Officer | **IWF** | Internet Watch Foundation |
| **CFO** | Chief Financial Officer | **KCSIE** | Keeping Children Safe in Education |
| **CIF** | Condition Improvement Fund | **KS1/2/3/4** | Key Stage 1/2/3/4 |
| **CIN** | Child in Need | **LAC** | Looked After Child |
| **CLA** | Children Looked After | **LADO** | Local Authority Designated Officer |
| **CMIE** | Child Missing in Education | **LGB** | Local Governing Body |
| **COO** | Chief Operating Officer | **LLC** | Low-Level Concerns |
| **COSHH** | Control and Substances Hazardous to Health | **LSA** | Learning Support Assistants |
| **CP** | Child Protection | **MASH** | Multi-Agency Safeguarding Hub |
| **CPD** | Continuing Professional Development | **MAT** | Multi-Academy Trust |
| **CSCS** | Children’s Social Care Services | **MFA** | Multi-Factor Authentication |
| **CSE** | Child Sexual Exploitation | **MFL** | Modern Foreign Language |
| **CTIRU** | Counter-Terrorism Internet Referral Unit | **NCSC’s** | National Cyber Security Centres |
| **CWD** | Children with Disabilities | **NPQEL** | National Professional Qualification in Executive Leadership |
| **DBS** | Disclosure and Barring Service | **PA** | Persistent Absence |
| **DDSL** | Deputy Designated Safeguarding Lead | **PAN** | Published Admission Number |
| **DfE** | Department for Education | **PECR** | Privacy and Electronic Communications Regulations |
| **DHT** | Deputy Headteacher | **PEP** | Personal Education Plan |
| **DSE** | Display Screen Equipment | **PEEP** | Personal Emergency Evacuation Plan |
| **DSL** | Designated Safeguarding Lead | **PEx** | Permanent Exclusion |
| **DPO** | Data Protection Officer | **PLAC** | Previously Looked After Child |
| **EAL** | English as an Additional Language | **PP** | Pupil Premium |
| **ECT** | Early Career Teacher | **PSHE** | Personal, Social and Health Education |
| **EHA** | Early Help Assessment | **PSED** | Public Sector Equality Duty |
| **EHCNA** | Education, Health and Care Needs Assessment | **PTFA** | Parent, Teacher and Friends Association |
| **EHCP** | Education, Health and Care Plan | **RHE** | Relationships and Health Education |
| **EHE** | Elective Home Education | **RSHE** | Relationships, Sex and Health Education |
| **ELSA** | Emotional, Literacy and Support Assistant | **SALT** | Speech and Language Therapist |
| **ELSI** | Executive Leader for Safeguarding and Inclusion | **SARC** | Sexual Assault Referral Centre |
| **ESFA** | Education and Skills Funding Agency | **SBM** | School Business Manager |
| **EVC** | Educational Visit Coordinator | **SCCs** | Standard Contractual Clauses |
| **EWO** | Education Welfare Officer | **SDQ** | Strengths and Difficulties Questionnaire |
| **EYFS** | Early Years Foundation Stage | **SEMH** | Social, Emotional, and Mental Health |
| **FBV** | Fundamental British Values | **SENCO** | Special Educational Needs Coordinator |
| **FGM** | Female Genital Mutilation | **SEND** | Special Educational Needs and Disabilities |
| **FOI** | Freedom of Information | **SLA’s** | Service Level Agreements |
| **FSM** | Free School Meals | **STEM** | Science, Technology, Engineering and Maths |
| **FTS** | Find a Tender Service | **TA** | Teaching Assistant |
| **GAG** | General Annual Grant | **TCAT** | Three Counties Academy Trust |
| **GDPR** | General Data Protection Regulation | **VSH** | Virtual School Headteacher |
| **RIDDOR** | Reporting of Injuries, Diseases and Dangerous Occurrences Regulations |  |  |

**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.

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

# 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 must attend two mandatory sessions by accredited providers
* During the second key phase (Year 10 and 11)all pupils must attend two mandatory sessions by accredited providers

# 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](mailto:mwatkiss@tcat.school).

# 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

The school offers 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](mailto: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

# 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](mailto:mwatkiss@tcat.school), to discuss possible attendance at relevant events. Following an initial discussion, Mrs Watkiss may need to confirm safeguarding arrangements with our Safeguarding and Inclusion Executive Leader, Mrs K Lane.

Our Child Protection and Safeguarding Policy and Procedures sets out TCAT’s approach to allowing providers into our schools to speak to our pupils.

# What are the rules for granting or refusing access 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 Safeguarding and Inclusion Executive Leader
* A serious Health and Safety concern as raised by the Trust Estate Manager
* Where the access request coincides with public examinations
* Adverse weather or other force majeure prevent the event proceeding

# 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 our Safeguarding and Inclusion Executive Leader or where delegated an individual school DSL and a nominated member of the provider’s team.

# 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

This policy will be reviewed in line with the published schedule at the front of this document and at any point material changes require it by the Executive Headteacher/CEO in collaboration with the Board appointed Trustee, the Trust Board and Executive and Senior Leadership.

Any changes made to the policy will be amended by the Executive Headteacher/CEO and will be communicated to Executive Leaders, the TCAT Central Team and to Headteachers/Heads of School, who, in turn, will alert school-based staff.

The next scheduled review date for this policy is 31st August 2026.

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| --- | --- | --- | --- |
| Signed by: | | | |
|  | Executive Headteacher/CEO | Date: |  |
|  | Board appointed Trustee | Date: |  |