



Cabot
Learning
Federation

**Provider Access
Policy Statement**

Date Adopted: 1st November 2023

Implementation Date: 1st November 2023



History of most recent Policy changes

Date	Page	Change	Origin of Change e.g. TU request, Change in legislation
Date	E.g., Whole Document	Detail of change	Reason for change
01 November 2023	Whole Document	Creation of Policy	

Introduction

This policy statement sets out the school's arrangements for managing the access of providers to the school for the purpose of giving them information about the provider's education or training offer. This complies with the school's legal obligations under Section 42B of the Education Act 1997.

City Academy and the Cabot Learning Federation is committed to providing all students with information about the full range of learning and training pathways that are available to them. This includes a range of colleges, Universities and other post 16 providers. We also welcome providers that offer other routes such as apprenticeships and T levels.

Student entitlement

All students in years 8 – 11 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.
- In accordance with the provider access legislation set out from January 2023 all our academies with students in years 8-11 will provide the following interactions as a part of their CEIAG offer.
- By the end of year 9 all students will attend at least two encounters delivered by different providers. This will be offered during the academy day.
- By the end of year 11 all students will attend at least two encounters delivered by different providers. This will be offered during the academy day.
- Those attending any CLF provision offering post 16 education will be offered two additional encounters. Unlike the previous four encounters participation will be optional.

For students at compulsory school age these encounters are mandatory and there will be a minimum of two encounters for students during the 'first key phase' (year 8 to 9) and two encounters for students during the 'second key phase' (year 10 to 11).

These provider encounters will be scheduled during the main school hours and the provider will be given a reasonable amount of time to, as a minimum:

- Share information about both the provider and the approved technical education qualification and apprenticeships that the provider offers
- Explain what career routes those options could lead to
- Provide insights into what it might be like to learn or train with that provider (including the opportunity to meet staff and students from the provider)
- Answer questions from students.

Meaningful provider encounters

One encounter is defined as one meeting/session between students and one provider which will be delivered to the entire year group. Providers must also facilitate a question and answer component.

We are committed to providing meaningful encounters to all students using the Making it meaningful checklist.

Meaningful online engagement is also an option, and we are open to providers who can provide live online engagement with our students.

Management of provider access requests

Procedure

If you wish to request access to City Academy you should contact (Rachel Martin)
(Rachel.martin@clf.uk)

If you wish to request access, you wish to request access to multiple academies in the Cabot Learning Federation you should contact Craig Jordan at craig.jordan@clf.uk

Contact should be made as far in advance as possible and at least a minimum of two calendar months ahead of any dates that an academy is being asked to consider.

The academy plans several events, integrated into the school careers programme that will offer providers an opportunity to come into school to speak to students and/or their parents/carers. Details of that programme can be found on each of the academy websites, or by contacting the Operations Manager at the academy.

On deciding which requests can be accepted the academy will consider:

- Whether the request is suitable for the targeted cohort of students
- Whether the request can be incorporated into plans already in place to support students, such as careers assemblies and raising aspirations conferences.
- Whether the requestor has already had access to the relevant cohort of students
- Any existing activities, trips or visits (to or from the academy)
- Whether any disruption will be caused to the curriculum or to examinations or examination preparations
- Staff availability
- Appropriate facilities available

3.5 Where a request cannot be accommodated, the academy will set out the reasons for this decision. If the request is deemed suitable but not practical due to timing, the academy will work with the provider to identify the next opportunity to accommodate the request.

Opportunities for access

City Academy offers a minimum of four provider encounters per year required by law and several additional events, integrated into the school careers programme. We will offer providers an opportunity to come into school to speak to students or their parents or carers.

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

We are in discussions with providers for 2022/23 but please contact Rachel Martin as we will be planning our assembly rota for academic year 2023/24 in the July 2023.

	Autumn Term	Spring Term	Summer Term
Year 8	Assembly time 08:40am – 8:55am on Tuesdays.	Assembly time 08:40am – 8:55am on Tuesdays.	Assembly time 08:40am – 8:55am on Tuesdays.
Year 9	Assembly time 08:40am – 8:55am on Wednesday.	Assembly time 08:40am – 8:55am on Wednesday.	Assembly time 08:40am – 8:55am on Wednesday.
Year 10	Assembly time 08:40am – 8:55am on Thursday.	Assembly time 08:40am – 8:55am on Thursday.	Assembly time 08:40am – 8:55am on Thursday.
Year 11	Assembly time 08:40am – 8:55am on Thursday.	Assembly time 08:40am – 8:55am on Thursday.	Assembly time 08:40am – 8:55am on Thursday.

Premises and facilities

City Academy will make the main hall, classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. City Academy will also make available AV and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Lead.

Meaningful online engagement is also an option, and we are open to providers who can provide live online engagement for our students.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Careers Resource Centre, which is managed by the school librarian. The library is available to all students at break, lunch and after school.

Complaints

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

Approval and review

Approved 29th November 2023 by the Academy Council
 Review date: November 2025