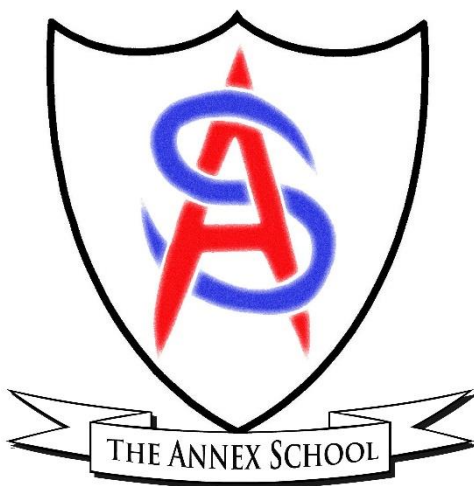




The Annex School

Provider Access Policy

Statement



The Annex School

Approved by: Jane Parish **Date:** September 2023 **Next Review Date:** Annually



Aims

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

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, the Skills and Post-16 Act 2022 and on page 43 of 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 of time 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:

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- 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.

Student entitlement

All students in years 8 to 13 at The Annex School 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 assemblies and visits
- Understand how to make applications for the full range of academic and technical courses

Management of provider access requests

4.1 Procedure

A provider wishing to request access should contact Jane Parish, Managing Director.

Email: jane@jandrcareltd.co.uk

4.2 Opportunities for access

A number of events, integrated into our careers programme, will offer providers an opportunity to come into school to speak to students and their key staff:

	AUTUMN TERM	SPRING TERM	SUMMER TERM
YEAR 8	Exploring employability skills and qualifications- Vocational, technical, apprenticeships	Meeting with careers adviser	Technical/vocational opportunities at college/s, training providers
YEAR 9	Exploring employability skills and qualifications- Vocational, technical, apprenticeships	Meeting with careers adviser	No encounters – encounters must have taken place by 28 February
YEAR 10	Life Skills – work experience preparation sessions Careers lessons and key worker opportunities - employability skills	Meeting with careers adviser	Work experience preparation sessions Technical/vocational opportunities at college/s, training providers
YEAR 11	Post-16 provider/apprenticeship open evenings Meetings with careers adviser Post-16 applications	Post-16 interviews Apprenticeships – support with applications	No encounters – encounters must have taken place by 28 February Confirmation of post-16 education and training destinations for all pupils

Please speak to our Managing Director, Jane Parish, to identify the most suitable opportunity for you.

These events will run in line with any measures related to public health incidents, including COVID-19.

4.3 Granting and refusing access

Access will be granted throughout the school day, with enough notice given for specific arrangements to be made.

4.4 Safeguarding

Our safeguarding/child protection 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.



4.5 Premises and facilities

Premises and facilities will be made available within the school/house throughout the school day, with enough notice given for specific arrangements to be made.

Previous providers

In previous years we have invited the following providers from the local area to speak to our pupils:

- Blue Water learning Centre
- The Army

Student destinations

Last year, our year 11 pupils moved to a range of providers in the local area after school:

- Barking football scholarship
- Shooters Hill College

Last year, our year 13 pupils moved to a range of providers in the local area after school:

- North West Kent
- Shooters Hill College

Complaints

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

Links to other policies

- Safeguarding/child protection policy
- Careers guidance policy
- Curriculum policy
- Complaints policy

Monitoring arrangements

The school's arrangements for managing the access of education and training providers to students are monitored by Jane Parish, Managing Director.

This policy will be reviewed by Jane Parish, Managing Director, annually or if further updates are made by the DfE