



## Provider Access Statement

Document control table	
Title	Provider Access Statement: Olive AP Academy - Suffolk
Date updated & approved	25 August 2021
Approved by	Board of Trustees
Date of next review	July 2022
Updates/revisions included:	Updated to be in line with DfE guidance that should be approved by Board of Trustees not delegated Added aims, statutory requirements, links to other policies and monitoring procedures Changed central leadership from CEO to Director of Academies
This is an OA central template, which should be reviewed at a local level and updated accordingly – with the local version returned to OA central for filing.	

### 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 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](#).

This policy shows how our school complies with these requirements.

### Student entitlement

Students in years 8 to 11 at this academy 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.
- hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options evenings, assemblies and group discussions and taster events.
- understand how to make applications for the full range of academic and technical courses.

## Management of provider access requests – Olive AP Academy – Suffolk

### Procedure

A provider wishing to request access should contact Judy Lewis, Pastoral Manager, Telephone: 01449 613931; Email: info.suffolk@oliveacademies.org.uk

### Opportunities for access

A number of events, integrated into the academy careers programme, will offer providers an opportunity to come into the academy to speak to pupils and/or their parents:

	Autumn Term	Spring Term	Summer Term
<b>KS3</b>	Life skills – assembly and tutor group opportunities	Life Skills – work experience preparation sessions	Collapsed Curriculum Day – Careers (June)
<b>Year 10</b>	Life Skills – work experience preparation sessions	Life Skills – work experience preparation sessions	Collapsed Curriculum Day – Careers (June)
<b>Year 11</b>	Life Skills – assembly on opportunities at 16	Post 16 evening Post 16 taster sessions	Collapsed Curriculum Day – Careers (June)

Please speak to our Judy Lewis to identify the most suitable opportunity for you.

### Reasons for declining requests

The academy reserves the right to decline requests for a number of reasons, including (but not restricted to) the following:

- if such attendance would provide an imbalanced view of available provision (e.g. several apprenticeship providers at an event and no colleges)
- if the provider’s input would not be relevant to a particular event
- if the request is not timely (e.g. students have already heard from similar providers during the year, or if they are involved in end of year exams)
- if the information is not seen to be in the best interest of pupils (e.g. if the provider is promoting a ‘hard-sell’ of their provision, rather than enabling students to make an informed decision; or there are concerns about the ethics or quality of the provision).

In such cases, the Careers Leader (who supports the delivery of impartial Careers Education, Information, Advice and Guidance [CEIAG] across the academy) would inform the provider of this decision and the reason why. If the provider wishes to appeal this decision, they can contact the headteacher at the academy. If the provider wishes to appeal the decision received, they should contact the Director of Academies at OA central.

## **Safeguarding**

The academy policy on safeguarding [www.apsuffolk.oliveacademies.org.uk/policies-and-documents/](http://www.apsuffolk.oliveacademies.org.uk/policies-and-documents/) sets out the academy's approach to allowing providers into the academy as visitors to talk to our students.

## **Premises and facilities**

The academy will make the main hall, classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. The 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 headteacher or careers leader as directed. Providers are welcome to leave a copy of their prospectus or other relevant course literature at the academy for sharing with students at other times.

## **Links to other policies**

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

## **Monitoring arrangements**

The trust's arrangements for managing the access of education and training providers to students are monitored by the headteacher.

This policy will be reviewed by the Director of Academies annually.

At every review, the policy will be approved by the board of trustees (via Education Performance and Standards committee).