

# Provider Access Policy Statement

|                     |                                         |
|---------------------|-----------------------------------------|
| Frequency of Review | Every 1 year                            |
| Author              | Careers Lead/Headteacher                |
| Approved by         | Local Governing Board & Trust Directors |
| Reviewed            | September 2026                          |
| Date of Next Review | September 2027                          |

## Contents

|                                                |   |
|------------------------------------------------|---|
| 1. Aims.....                                   | 1 |
| 2. Statutory requirements .....                | 1 |
| 3. Student entitlement .....                   | 2 |
| 4. Management of provider access requests..... | 2 |
| 5. Previous providers.....                     | 4 |
| 6. Pupil destinations .....                    | 4 |
| 7. Complaints.....                             | 4 |
| 8. Links to other policies.....                | 4 |
| 9. Monitoring arrangements.....                | 4 |

## 1. 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

## 2. 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 across our schools.

### 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:

- 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

Pupils will have the opportunity to visit a number of providers during the given time frame. They will have a tour of the campuses, have the opportunity to ask questions and give feedback on how they think the provider might best suit their ambitions and hopes for the future.

### **Meaningful Encounters with Employers and Providers**

At Bishopswood School, we are committed to providing all pupils with meaningful encounters that broaden horizons, raise aspirations, and support informed decision-making about future pathways.

A meaningful encounter is defined as one meeting or session between pupils and a single employer, training provider, further education provider, higher education institution, or other relevant organisation.

- Bishopswood implements a progressive careers programme that is designed to develop pupils' knowledge, understanding, confidence, and awareness of the opportunities available to them. Through carefully planned encounters, we aim to scaffold learning and support pupil in preparing for adulthood, employment, further education, and independent living.
- We use destination data and Labour Market Information (LMI) to identify trends, gaps, and areas for development within our careers programme. This information informs targeted interventions and supports our cycle of continuous improvement, ensuring that provision remains relevant, ambitious, and responsive to pupils' needs.
- The Careers Lead is committed to continually developing their knowledge of career pathways, employment sectors, and post-school opportunities to ensure that encounters remain purposeful, accessible, and meaningful for all young people.
- In addition to face-to-face activities, meaningful online engagement is recognised as a valuable alternative. We welcome providers who can deliver high-quality, live online sessions that actively engage pupils and contribute positively to their careers education and personal development.

### **Student entitlement**

All students in years 8 to 11 at Bishopswood 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 options events, assemblies, and taster events
- Understand how to make applications for the full range of academic and technical courses

### **3. Management of provider access requests**

### **3.1 Procedure**

A provider wishing to request access should contact Fay Bjornstad, Deputy Headteacher (Careers lead).

Telephone: 0118 9724583

Email: [fay.bjornstad@bishopswoodschool.co.uk](mailto:fay.bjornstad@bishopswoodschool.co.uk)

## 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/or their parents/carers:

|         | AUTUMN TERM                                                                                                                                                                 | SPRING TERM                                                                                                                                                                                                                                                           | SUMMER TERM                                                                                                               |
|---------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|
| YEAR 8  | <p>Question and answer session with local employer.</p> <p>Aspirations Day Careers Fair Event SEND event providing information on Post 16 and Employment opportunities.</p> | <p>Employer event for pupils, parents – market stall event giving overview of local, regional, and national opportunities and skills requirement</p>                                                                                                                  | <p>Careers workshop/ speakers at assemblies</p> <p>Life skills work experience opportunities both onsite and offsite.</p> |
| YEAR 9  | <p>Question and answer session with local employer.</p> <p>Aspirations Day Careers Fair Event SEND event providing information on Post 16 and Employment opportunities</p>  | <p>Careers Fair for pupils, parents – market stall event giving overview of local, regional, and national opportunities and skills requirement</p> <p>Employer Encounters – visit to local businesses/speakers from different employment sectors to school.</p>       | <p><b>No encounters – encounters must have taken place by 28 February</b></p> <p>Internal work experience</p>             |
| YEAR 10 | <p>Question and answer session with local employer.</p> <p>Aspirations Day Careers Fair Event SEND event providing information on Post 16 and Employment opportunities</p>  | <p>Life Skills – work experience preparation sessions</p> <p>Technical/vocational/life skill pathways tasters at local college/s, training providers</p> <p>Networking event with providers and employers</p> <p>Post-16 provider open evenings or college tours.</p> | <p>Meetings with careers adviser.</p> <p>Contributing to Next steps decisions at Phase transfer EHCP annual reviews.</p>  |

|  |                                                                                                                                          |                                                                                                                                                                                                                                             |                                                                                                                                                                 |
|--|------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <p>Post-16 provider open evenings or college tours.</p> <p>Post-16 applications<br/>Question and answer session with local employer.</p> | <p>Work experience preparation sessions.</p> <p>Work experience Post-16 interviews</p> <p>Employer event for pupils, parents – market stall event giving overview of local, regional, and national opportunities and skills requirement</p> | <p><b>No encounters – encounters must have taken place by 28 February</b></p> <p>Confirmation of post-16 education and training destinations for all pupils</p> |
|--|------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|

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

### **3.2 Granting and refusing access**

Access will be given for providers to attend during school assemblies and timetabled Careers or Life lessons. Students may also travel to visit another provider as part of the trip to be organised in partnership with Bishopswood School.

### **3.3 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.

### **3.4 Premises and facilities**

Bishopswood school will make the classrooms, or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. Schools will also make available audio, visual and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Leader or a member of their team.

Providers are welcome to leave a copy of their prospectus which will be available to students in their school libraries.

## **4. Previous providers**

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

- Abingdon and Witney College
- City of Oxford College
- Style Acre
- Fitzwaryn School Student Centre
- Yellow Submarine
- Oxfordshire Employment Team

## **5. Pupil destinations**

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

- Abingdon and Witney College (Abingdon Campus) MAP Provision
- Newbury College
- SEND sixth form provisions

## **6. Complaints**

Any complaints related to provider access can be raised following the school complaints procedure [download.asp \(the propeller academy trust.org.uk\)](https://www.thepropelleracademytrust.org.uk/download.asp) or directly with The Careers & Enterprise Company via [provideraccess@careersandenterprise.co.uk](mailto:provideraccess@careersandenterprise.co.uk)

## **7. Links to other policies**

- Safeguarding/child protection policy
- Complaints policy

## **8. Monitoring arrangements**

**The arrangements for managing the access of education and training providers to students are monitored by the Headteacher.**

This policy will be reviewed by the Careers lead/Headteacher annually.

At every review, the policy will be approved by the Local Governing Board and Trust Directors.