



HIGHFIELD LITTLEPORT ACADEMY
An Active Learning Trust School

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PROVIDER ACCESS STATEMENT

THIS POLICY WAS APPROVED:	SUMMER 2023
THIS POLICY WILL BE REVIEWED:	SUMMER 2024
MEMBER OF STAFF WITH RESPONSIBILITY FOR REVIEW:	TILLY NEWBURY

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.

Pupil entitlement

All pupils in years 8 to 13 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.

For pupils of compulsory school age these encounters are mandatory and there will be a minimum of two encounters for pupils during the 'first key phase' (Year 8 to 9) and two encounters for pupils during the 'second key phase' (year 10 to 11). For pupils in the 'third key phase' (year 12 to 13), particularly those that have not yet decided on their next steps, there are at least two more provider encounters available during this period, which are optional for pupils to attend.

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 pupils from the provider)
- answer questions from pupils.

Meaningful Provider Encounters

One encounter is defined as one meeting/session between pupils and one provider. We are committed to providing meaningful encounters to all pupils using the Making It Meaningful checklist.

Meaningful online engagement is also an option, and we are open to providers that are able to provide live online engagement with our pupils.

Previous Providers

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

- Cambridge Regional College
- AIM Apprenticeships
- Ely Careers Fair

Destinations of Our Pupils

Last year, our year 11 pupils successfully moved on to appropriate post-16 providers in the local area:

Provider/Destination	Number of Students
Cambridge Regional College	4
College of West Anglia, Cambridge	0
Impington Village College – Specialist Sixth Form	0
West Suffolk College, Bury St Edmunds	0
Peterborough College	0
College of West Anglia, Kings Lyn	0
LINC 19-25	0
NEET	0
Elective Home Education	0
Total Number of Leavers	4

Management of Provider Access Requests

Procedure

A provider wishing to request access should contact
Tilly Newbury, Careers Leader/Upper School Department Leader
Telephone: 01353 223301
Email: tilly.newbury@highfieldlittleport.org

Opportunities for Access

The school offers the six provider encounters required by law and a number of additional events that are integrated into the school careers programme. We will offer providers an opportunity to come into school to speak to pupils or their parents or carers. Please speak to our Careers Leader (Tilly Newbury; tilly.newbury@highfieldlittleport.org) to identify the most suitable opportunity for you.

Premises and facilities

The school will make the main hall, classrooms or private meeting rooms available for discussions between the provider and pupils, as appropriate to the activity. The school will also make available any 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.

Meaningful online engagement is also an option and we are open to providers that are able to provide live online engagement with our pupils.

Providers are welcome to leave a copy of their prospectus or other relevant course literature with the Careers Leader. The resources will then be made freely available for pupils.

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: *June 2023* by Governors at Curriculum and Standards Committee

Next review: *June 2024*

Signed: *L Robinson* Chair of Governors
 M Skillern Head teacher