

Henlow Academy : Provider Access 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.

Pupil entitlement

All pupils in years 7 to 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.

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).

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:

- University of Bedfordshire
- Bedford College Group
- North Hearts College
- Variety of Sixth form providers
- Youth Support Service
- Partnership Education
- Inspiring futures
- British Army
- Royal Air Force
- Royal Navy
- GlaxoSmithKline
- Shuttleworth museum and aerodrome

Destinations of our pupils

We currently do not have any destination data as we are yet to have our first year 11 cohort.

Management of provider access requests

Procedure

A provider wishing to request access should contact Gareth Baxter, Careers Lead
gbaxter@henlowacademy.org.uk

Opportunities for access

The school offers the six plus provider encounters required by law (marked in bold text) and a number of additional events, 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 to identify the most suitable opportunity for you.

	Autumn Term	Spring Term	Summer Term
Year 7	University of Bedfordshire assembly Careers Lessons	Careers Super Learning day Careers Fair - Employer event for pupils, parents – market stall event giving overview of local, regional and national opportunities and skills requirement Careers Lessons	Careers Lessons
Year 8	University Technical College assembly Careers Lessons	Careers Super Learning day Careers Fair - Employer event for pupils, parents – market stall event giving overview of local, regional and national opportunities and skills requirement Careers Lessons	Careers Lessons

Year 9	Post 16 apprenticeships assembly Careers Lessons	Careers Super Learning day Careers Fair - Employer event for pupils, parents – market stall event giving overview of local, regional and national opportunities and skills requirement Careers Lessons	<i>No encounters – legislation requires encounters to take place by 28 February if in year 9</i> Take your child to work day Careers Lessons
Year 10	Post 16 technical education options assembly with General Further Education College Careers Lessons	Careers Fair - Employer event for pupils, parents – market stall event giving overview of local, regional and national opportunities and skills requirement Careers Lessons	Post 16 provider open evening Work Experience Meetings with careers adviser Careers Lessons
Year 11	Meetings with careers adviser Local Post 16 providers assemblies Post 16 applications Careers Lessons	Post-16 interviews Careers Fair - Employer event for pupils, parents – market stall event giving overview of local, regional and national opportunities and skills requirement Careers Lessons	<i>No encounters – legislation requires encounters to take place by 28 February if in year 11</i> Confirmation of post-16 education and training destinations for all pupils

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 AV 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.

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 at the Careers Resource Centre, which is managed by the school librarian. The Resource Centre is available to all pupils at lunch and break times.

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: Jan 2024 by Governors at Curriculum and Standards Committee

Next review: *Jan 2026*

Signed: *Keith Callard* Governor responsible for careers

Caren Earp Head teacher