Provider Access Policy Statement

Date of Review: September 2026
Reviewed by: Miss C Worwood
Agreed by Governors:
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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 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 and (To include The Department of Education, July 2021: "Baker Clause" and the Provider Access Legislation, January 2023)

This policy shows how our school complies with these requirements.

3. Student entitlement

All students in years 7 to 13 at President Kennedy 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
- Engage with a broad range of stakeholders e.g. self-employed, and different people from different sized businesses from different sectors.
- Understand how to make applications for the full range of academic and technical courses

3.1 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.

Whilst our pupils prefer in person, face-to-face interactions, meaningful online engagement is possible when a face to face encounter is not possible. We are therefore open to providers that are able to provide live online engagement with our pupils.

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 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.

4. Management of provider access requests

4.1 Procedure

A provider wishing to request access should contact Chantelle Worwood, Careers Leader.

Email WorwoodC@pks.coventry.sch.uk Telephone: 02476 661416

4.2 Opportunities for access

The events/opportunities below, integrated into our careers programme, will offer providers an opportunity to come into school to speak to students and/or their parents/carers:

Year group	**Events / Opportunities for providers to come and speak to students**
Year 7	Year 7 Careers Assemblies, Careers Week, Green Careers Week, Apprenticeship Week, University visits, outside provider sessions and Careers Fair (local context)
Year 8	Year 8 Careers Assemblies, Careers Week, Green Careers Week, Apprenticeship Week, outside provider sessions, employer engagement and Careers Fair (local context)
Year 9	Year 9 Careers Assemblies, Careers Week, Green Careers Week, Apprenticeship Week, outside provider sessions, mock interviews, meet the professionals, Future Pathway event and Careers Fair (local context)
Year 10	Year 10 Future Pathway Assemblies, Work Experience both outside and inside school, Apprenticeship Evening, Green Careers Week, Careers Week and Careers Fair (local context)
Year 11	Year 11 Future Pathway Assemblies, Meet the professional sessions, Apprenticeship Evening, Post 16 Select Evening, Green Careers Week, Careers Week and Careers Fair (local context)
Year 12	Year 12 Future Pathway Assemblies, Apprenticeship Evening, Careers Week, Targeted Career Insight talks, Ethics Conference, Alumni Event,

	University Outreach, Careers events offsite, Work Experience and Careers Fair (local context)
Year 13	Year 13 Future Pathway Assemblies, Apprenticeship Evening, Careers Week, Targeted Career Insight talks, University Outreach, Ethics Conference, Alumni Event, Careers events offsite and Careers Fair (local context)

4.3 Granting and refusing access

We will always try to provide access wherever possible. Access to students may be granted / refused based on the following criteria:

- The needs of the students
- The needs of the curriculum
- Timing of request (e.g. not during busing exam / assessment periods)
- Timing of the school day
- Nature of request from the provider
- Number of requests received from this provider and other providers
- Number of requests received for a particular cohort of students
- Quality of previous interactions with our students

This list is not exhaustive and each access request will be considered on a case by case basis by the Careers Leader and the Head teacher.

4.4 Safeguarding and Management of Visitors

Our separate Safeguarding and Visitor Management Policies outline the school's procedure for checking the identity and suitability of visitors.

Education and training providers will be expected to adhere to these policies which can be found in full on the policies and reports section of our website or via the links below in section 5.

4.5 Premises and facilities

On arrival at the school site all visitors must immediately report to the school's main reception.

They:

- Must confirm their name, the purpose of their visit and who they are expecting to meet.
- Must sign in and in doing so provide written confirmation of their name, the organization they belong to, who they are expecting to meet, the time of their arrival and where applicable their vehicle registration.
- Will be made aware of the school's safeguarding procedures and relevant health and safety information, and by signing in confirm their acceptance and understanding of the requirements detailed.
- Will be issued with a red or green lanyard with their identification badge, which they will be required to visibly wear at all times.

- Must be escorted from reception by their school point of contact, unless they are on the school's Approved Visitor List, reception have been notified in advance of their arrival and they have previously attended the school site.

On leaving the school site, all visitors must:

- leave via reception, sign out and return their identification badge, green or red lanyard, and door pass where provided.

5. Links to other policies

- TFT Visitor Management Policy
- Safeguarding and Child Protection Policy

6. Monitoring arrangements

The school's arrangements for managing the access of education and training providers to students is monitored by Chantelle Worwood, Careers Leader.

This policy will be reviewed by the Careers Leader. At every review, the policy will be approved by the Local Governing Committee and the Head Teacher.