

# Dame Elizabeth Cadbury School



Dame Elizabeth  
**CADBURY**

## Provider Access Policy

**Approved by:** M. Dunn **Date:** October 2019

**Last reviewed on:** September 2019

**Next review due by:** September 2020

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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.

This policy shows how our school complies with these requirements.

### 3. Student entitlement

All students in years 8 to 13 at Dame Elizabeth Cadbury 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
- Understand how to make applications for the full range of academic and technical courses

## 4. Management of provider access requests

### 4.1 Procedure

A provider wishing to request access should contact, Mr. Waris Ali, Deputy Head Teacher

Telephone: 0121 464 4040

Email: [enquiry@decschool.co.uk](mailto:enquiry@decschool.co.uk)

### 4.2 Opportunities for access

Our provision includes various opportunities for students to access a range of events. These are integrated into Dame Elizabeth Cadbury School's careers programme and curriculum as well as hosting or attending one off events that provide such opportunities. The integrated events are usually delivered internally, with contribution from external providers where necessary. The one off events, such as a college open day or an apprenticeship fair, are regularly advertised to our students and where appropriate we will arrange a visit, during the Academy day, for a select group of students to attend.

	<b>Autumn term</b>	<b>Spring term</b>	<b>Summer term</b>
<b>Year 8</b>	Assembly and tutor group opportunities Collapsed timetable day for PSHE input Workshops	Assembly and tutor group opportunities Collapsed timetable day for PSHE input Parents' & Options Evening Workshops	Assembly and tutor group opportunities Collapsed timetable day for PSHE input. Workshops
<b>Year 9</b>	Careers evening Assembly and tutor group opportunities Collapsed timetable day for PSHE input Workshops	Assembly and tutor group opportunities Collapsed timetable day for PSHE input Parents' Evening Workshops	Assembly and tutor group opportunities Collapsed timetable day for PSHE input. Workshops
<b>Year 10</b>	Careers Evening Assembly and tutor group opportunities Collapsed timetable day for PSHE input Workshops	Assembly and tutor group opportunities Collapsed timetable day for PSHE input Workshops	Assembly and tutor group opportunities Collapsed timetable day for PSHE input Parents' Evening Work experience
<b>Year 11</b>	Y11 Parents' Evening Assembly and tutor group opportunities Collapsed timetable day for PSHE input 6 <sup>th</sup> form Open Evening	Assembly and tutor group opportunities Collapsed timetable day for PSHE input Parents' Evening	
<b>Year 12</b>	Higher education (HE) fair Post-18 assembly Parents' Evening	Work experience	Small group sessions: future education, training and employment options
<b>Year 13</b>	HE and higher apprenticeship applications Parents' Evening	Assembly and small group opportunities - employability skills	

The Academy employs an independent and impartial careers adviser from an outside agent who works with Year 11 students to ensure they are able to make an informed choice about their next steps. The adviser will see all of our Year 11 cohort at least once, but where necessary repeat appointments can be made. We also employ an intensive careers adviser who works with students who have been identified as risk of NEET (Not in Education, Employment or Training). The adviser will inform students about the opportunities that other providers have, and when needed, they will complete application forms together for those selected college or apprenticeship placements.

Local providers are invited to key relevant events that are held at Dame Elizabeth Cadbury School. When holding a Year 11 or 13 parents evening we would, for example, invite apprenticeship providers, colleges, universities or other relevant groups such as our local volunteering group.

#### **4.3 Granting and refusing access**

A number of events are integrated into the school careers programme which would potentially offer providers an opportunity to come into school to speak to students and/or their parents. The school calendar varies from year to year so providers need to contact the member of staff named above to identify the most suitable opportunity.

The events are usually arranged well in advance so it is essential that providers contact us early in the academic year to be involved in our planning.

#### **4.4 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.

#### **4.5 Premises and facilities**

The academy will make the sports hall, main school hall and classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. The academy will also make available projectors and other specialist equipment to support provider presentations.

This will all be discussed and agreed in advance of the visit with the IAG or a member of the pastoral team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at Reception.

## **5. Links to other policies**

- Safeguarding/child protection policy
- Curriculum policy

## **6. Monitoring arrangements**

The school's arrangements for managing the access of education and training providers to students is monitored by Mr. Waris Ali, Deputy Head Teacher.

This policy will be reviewed by yearly. At every review, the policy will be approved by the Head Teacher.