



Dame Elizabeth Cadbury School

A Proud Member of
Matrix Academy Trust

Provider access policy statement

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| Approved by: | Mr R Prime | Date: 21 st September 2022 |
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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 7 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, 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
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4. Management of provider access requests

4.1 Procedure

A provider wishing to request access should contact Miss K Shahmiri, Deputy Headteacher.

Telephone: 0121-464-4040

Email: 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 college open days 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.

| | AUTUMN TERM | SPRING TERM | SUMMER TERM |
|---------|--|---|---|
| YEAR 7 | Assembly and form time opportunities Workshops with external providers | Assembly and form time opportunities Workshops with external providers | Assembly and form time opportunities Workshops with external providers |
| YEAR 8 | Assembly and form time opportunities Workshops with external providers | Assembly and form time opportunities Workshops with external providers | Assembly and form time opportunities Workshops with external providers |
| YEAR 9 | Careers evening Assembly and form time opportunities - employability skills | Key Stage 4 options event Networking event with providers and employers Assembly and form time opportunities - employability skills | Assembly and form time opportunities - employability skills |
| YEAR 10 | Assembly and tutor group opportunities - employability skills | Networking event with providers and employers Assembly and form time opportunities - employability skills | Work experience preparation sessions Work experience |

| | AUTUMN TERM | SPRING TERM | SUMMER TERM |
|---------|---|--|---|
| YEAR 11 | Assembly on opportunities at 16 Event for UTCs | Networking event with providers and employers Post-16 evening Post-16 taster sessions Apprenticeships – support with applications | |
| YEAR 12 | Higher education (HE) fair Post-18 assembly – apprenticeships Networking event with providers and employers | Work experience Networking event with providers and employers | Small group sessions: future education, training and employment options |
| YEAR 13 | HE and higher apprenticeship applications | Assembly and small group opportunities - employability skills Networking event with providers and employers | |

Please speak to our Deputy Headteacher to identify the most suitable opportunity for you.

These events will run in line with any measures related to public health incidents, including COVID-19.

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, prioritizing SEND and pupil premium pupils, 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 and universities.

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 the Deputy Headteacher.

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 are monitored by Miss K Shahmiri, Deputy Headteacher.

This policy will be reviewed by Miss K Shahmiri and at every review, the policy will be approved by the Headteacher.