



Northern Education Trust – Manor Community Academy

Provider Access Policy

Introduction

This policy statement sets out the Trust's arrangements and therefore the arrangements for individual academies for managing the access of providers to pupils at the academy for the purposes of giving them information about the provider's education or training offer. This complies with the academy's legal obligations under Section 42B of the Education Act 1997.

Student entitlement

Students in years 8-13 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 guided pathway evenings, assemblies and group discussions and taster events.
- To understand how to make applications for the full range of academic and technical courses.

Management of provider access requests

Procedure

A provider wishing to request access should contact Claire Rand, Vice Principal

Telephone: 01429 288338; Email: claire.rand@manoracademy.org

Opportunities for access

A number of events, integrated into the school careers programme, will offer providers an opportunity to come into school to speak to pupils and/or their parents/carers:

	Autumn Term	Spring Term	Summer Term
Year 8	STEPs parental evening Post 16 providers lunchtime drop-ins	KS4 Guided Pathways Event STEPs parental evening	STEPs parental evening Post 16 providers lunchtime drop-ins
Year 9	STEPs parental evening Post 16 providers lunchtime drop-ins	STEPs parental evening Post 16 providers lunchtime drop-ins	STEPs parental evening Post 16 providers lunchtime drop-ins
Year 10	STEPs parental evening Post 16 providers lunchtime drop-ins	STEPs parental evening Post 16 providers lunchtime drop-ins	STEPs parental evening Post 16 providers lunchtime drop-ins
Year 11	KS5 Guided Pathway Event Post 16 providers lunchtime drop-ins STEPs parental evening	Post 16 providers lunchtime drop-ins STEPs parental evening	Post 16 providers lunchtime drop-ins STEPs parental evening
Year 12	Higher Education Fair Post 18 assembly – apprenticeships STEPs parental evening	STEPs parental evening	STEPs parental evening
Year 13	Workshops – HE and higher apprenticeship applications Higher Education Fair Post 18 assembly – apprenticeships STEPs parental evening	STEPs parental evening	STEPs parental evening

Please speak to our named Careers Leader (*Claire Rand*) to identify the most suitable opportunity for you.

The academy policy on safeguarding sets out the school's approach to allowing providers into school as visitors to talk to our students.

Premises and facilities

The academy will make the main hall, classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. The academy 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.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the academy. The academy will ensure this documentation is available to all students at lunch and break times in a relevant location of the academy.

Approval and review

Approved by Northern Education Trust Board: *23rd March 2018*

Noted by Academy Council: *15th May 2018*

Next review date: Summer 2020