

Policy B11 - Provider Access

The Burgess Hill Academy: Provider Access Policy

1. Introduction

1.1 This policy statement sets out the academy's arrangements 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.

2. Student entitlement

2.1 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 options evenings, assemblies and group discussions and taster events.
- To understand how to make applications for the full range of academic and technical courses.

3. Management of provider access requests

3.1 Procedure

A provider wishing to request access should contact *Linda Dorgan, Widening Participation Co-ordinator*.

Telephone: 01444 241691 Email: ldorgan@theburgesshillacademy.org.uk

4. Opportunities for access

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

Example

	Autumn Term	Spring Term	Summer Term
Year 8	Event for University Technical Colleges Citizenship lessons	Life skills – assembly and tutor group opportunities Citizenship lessons	Code Girls with Albion in the Community Big Bang STEM Careers Fair Rockwell Collins Engineering Day Citizenship lessons
Year 9	Event for University Technical Colleges 'Speed Networking' event with providers and employers Citizenship lessons	KS4 options event Citizenship lessons	Citizenship lessons
Year 10	Life Skills – work experience preparation sessions Citizenship lessons Cambridge University Trip	Steve Willis Taster Morning UTC Visit University of Brighton Visit Citizenship lessons	Life skills – assembly and tutor group opportunities Work Experience Oxford University Trip Citizenship lessons
Year 11	Life Skills – assembly on opportunities at 16 Further Education Evening Assemblies by all local sixth form provisions Careers Interviews with Independent Careers Advisor	Careers Interviews with Independent Careers Advisor Life skills – assembly and tutor group opportunities Employer Assembly University Assembly Apprenticeship Assembly and Parent Workshop	Careers staff available on results day

	Autumn Term	Spring Term	Summer Term
	Application assistance and checking	Business Networking Sessions National Citizen Service Assembly	

- 4.2 Please speak to our named Careers Leader to identify the most suitable opportunity for you.
- 4.3 The Trust policy on safeguarding which can be found [here](#) sets out the academy's approach to allowing providers into school as visitors to talk to our students.

5. Premises and facilities

- 5.1 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. It 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.
- 5.2 Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Careers Resource Centre, which is managed by Linda Dorgan. The Resource Centre is available to all students at lunch and break times.

6. Policy status and review

Written by:	Director of School Improvement
Owner:	Director of School Improvement
Status:	Approved
Approval date:	Executive Team December 2017
Review Date:	By 2021/22 or as required