



Saxon Hill

Provider Access Policy

Author	M Buxton
Date	May 2018
Review Date	July 2019

Date ratified by Academy Council

Title

Name

Signature

Principal	Melsa Buxton
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Academy Council chair	Richard Metcalfe
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Access Policy Introduction

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

Pupil entitlement

All pupils 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 events, 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: Mel Newbury Deputy Headteacher Telephone: 01543 414892 Email: office@saxonhill.staffs.sch.uk

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:

Annual Careers Fair for all students and their families in Years 9, 10, 11, 12, 13 and 14

Providers identified by individuals and families can then feed into:

The Annual Transition Review which explores Ambition aspirations and future needs

Termly and Yearly Needs led Individualised Target setting

A curriculum that addresses skills including development of communication skills, interview techniques and CV writing as appropriate

Vocational Opportunities for all students in the 'Towards Independence' Department are provided in The Saxon Hill Community Café, The Saxon Hill Craft Barn, Wyvale Garden Centre and The Lichfield Foodbank.

Support from the Third Sector e.g. Liberty Staffordshire

National Citizenship Service

Support for visits and individualised transition plans to FE and Care providers

Premises and facilities

The school will make classrooms or private meeting rooms available for discussions between providers and students, as appropriate to the activity. The school 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 Mel Newbury or a member of the Towards Independence team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature with Mel Newbury

Approval and review

Interim Approval via Chairs Power to Act 25/05/2018

To be presented at RA Committee on 5th July 2018

Approved [date] by Governors at Raising Attainment Committee

Committee Next review: [date]

Signed: [name] Chair of Governors

[name] Head teacher