



Provider Access Policy Statement

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1. AIMS

This policy statement aims to set out West Coventry Academy's (WCA) arrangements for managing the access of education and training providers to students for the purpose of giving them information about the provider's education or training 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 all years, 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 7 to 13 at West Coventry Academy 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 the school and ask for our Careers Advisor

Telephone: 02476 426200

Email: info@westcoventryacademy.org



4.2 Opportunities for access

Our school provision includes various opportunities for students to access a range of events. These are integrated into WCA 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.

The Academy employs a careers advisor who will meet with every individual Year 11 student to ensure they are able to make an informed choice about their next steps. Repeat appointments can be made and parents are welcome to join these meetings if necessary. The advisor will inform students about the opportunities that other providers have, and when needed, they will complete applications together (where appropriate) for those selected college or apprenticeship placements.

A number of events, integrated into our careers programme, will offer providers an opportunity to come into school to speak to students and/or their parents/carers. Our careers programme is available to view on our website under the 'life at school' – careers tab – key documents.

Please speak to our Careers Advisor, to identify the most suitable opportunity for you.

4.3 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 as outlined on the school website.

4.4 Premises and facilities

Once visits have been agreed via the Careers Advisor, the Academy will provide appropriate facilities to facilitate the visit, along with any equipment requested by the provider, where it is available. Sessions can be held in different venues according to the number of students and the requirements of the provider. Visits can be in the main hall and delivered to over 200 students, or sometimes in the classroom with a smaller group.

We also have the facility to deliver safe personalised sessions. We are happy to work with providers to provide any resources we can that make their visit possible and we are happy to accommodate those that need to bring extra equipment into the Academy in order to showcase what they do.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at reception for the attention of our Careers Advisor. WCA will place the literature in the careers office so it is available to students during the course of or directly after the Academy day.



5. LINKS TO OTHER POLICIES

Links to other policies can be found on the ATLP website at <https://atlp.org.uk/about/policies> or our WCA website at <https://westcoventryacademy.org/about/policies>

- Safeguarding/child protection policy
- Careers guidance policy
- Curriculum policy

6. MONITORING ARRANGEMENTS

The school's arrangements for managing the access of education and training providers to students is monitored by our Careers Advisor.

This policy will be reviewed by the member of Senior Leadership Team (SLT) responsible for Careers. At every review, the policy will be approved by the governing committee and headteacher.