



Windsor Academy Trust

Windsor High School and Sixth Form

Provider Access Policy Statement	
Responsible Committee	Performance and Standards Committee
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1. Aims

This policy statement aims to set out the 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

The requirements and entitlements in sections 2 and 3 apply to every school in the trust that provides secondary education. Sections 2.1, 2.2, 4, 5 and 6 set out the details for the named school adopting the policy.

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 8 to 13 for the purposes of informing them about approved technical education, qualifications or apprenticeships.

Schools must provide a minimum of 6 encounters with technical education or training providers to all students in years 8 to 13 (see more detail in section 2.1 below).

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](#), the [Skills and Post-16 Education Act 2022](#) and on page 43 of guidance from the Department for Education (DfE) on [careers guidance and access for education and training providers](#).

This policy shows how our trust complies with these requirements across our schools.

2.1 The 6 encounters Schools must offer to all students in years 8 to 13

Schools must offer:

- 2 encounters for students during the 'first key phase' (year 8 or 9)
 - All students must attend
 - Encounters can take place any time during year 8, and between 1 September and 28 February during year 9
- 2 encounters for students during the 'second key phase' (year 10 or 11)
 - All students must attend
 - Encounters can take place any time during year 10, and between 1 September and 28 February during year 11
- 2 encounters for students during the 'third key phase' (year 12 or 13)
 - students can choose to attend
 - Encounters can take place any time during year 12, and between 1 September and 28 February during year 13

These encounters must happen for a reasonable period of time during the standard school day. Schools can continue to provide complementary experiences, but encounters outside of school hours won't count towards these requirements.

Schools must ask each provider to provide the following information as a minimum:

- Information about the provider and the approved qualifications or apprenticeships they offer
- Information about what careers those qualifications and apprenticeships can lead to
- What learning or training with the provider is like
- Answers to any questions from students

Each provider is asked to be as transparent as possible about the realities of learning in specific environments and how they compare to others. Question and answer time is always built into both face-to-face and virtual interactions.

2.2 Meaningful provider encounters

Each school is committed to providing meaningful encounters to all students.

1 encounter is defined as 1 meeting/session between students and 1 provider.

We are committed to providing meaningful encounters to all students using the [Making it meaningful](#) checklist.

Meaningful online engagement is also an option, and we are open to providers that are able to provide live online engagement with our students.

3. Student entitlement

All students in years 8 to 13 in Windsor Academy Trust 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 – through options events, assemblies and group discussions and taster events
- 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 Mrs J Brookes, Careers Leader via:

Telephone: 0121 550 1452

Email: jbrookes@windsor.windsoracademytrust.org.uk

4.2 Opportunities for access

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:

	AUTUMN TERM	SPRING TERM	SUMMER TERM
YEAR 8		Halesowen College Assembly - post 16 options including technical routes	Employer encounter - 'caring professions'

	AUTUMN TERM	SPRING TERM	SUMMER TERM
YEAR 9	<p>Dudley College Assembly - post 16 options including technical routes</p> <p>Oxbridge assembly</p> <p>Employer experience - 'the arts'</p>	<p>Options fair - alumni attend to discuss pathways</p> <p>HE and Careers Fair - market stall event giving overview of local, regional and national HE and FE providers and employers</p>	<p>No encounters – encounters must have taken place by 28 February</p>
YEAR 10	<p>'Careers market' for a variety of local FE and HE providers including technical routes and local employers</p>	<p>HE and Careers Fair - market stall event giving overview of local, regional and national HE and FE providers and employers</p>	<p>Work experience option for activities week</p>
YEAR 11	<p>Post 16 provider open evenings</p> <p>Armed Forces Assembly - Career routes including technical options</p> <p>Windsor Sixth Form assembly</p> <p>Meetings with careers adviser</p> <p>Post 16 applications</p>	<p>Local University assembly</p> <p>Post 16 meetings</p> <p>HE and Careers Fair - market stall event giving overview of local, regional and national HE and FE providers and employers</p>	<p>No encounters – encounters must have taken place by 28 February</p> <p>Confirmation of post-16 education and training destinations for all students</p>
YEAR 12	<p>Degree apprenticeship provider assembly</p> <p>ASK apprenticeship experts assembly</p>	<p>Employer experience - Women in Tech</p> <p>HE and Careers Fair - market stall event giving overview of local, regional and national HE and FE providers and employers</p>	<p>Post 18 Evening</p> <p>Work experience week</p>

	AUTUMN TERM	SPRING TERM	SUMMER TERM
YEAR 13	University assembly LMP apprenticeship provider assembly Meetings with careers adviser Post 18 applications ASK apprenticeships expert workshop	HE and Careers Fair - market stall event giving overview of local, regional and national HE and FE providers and employers ASK apprenticeships expert workshop	No encounters – encounters must have taken place by 28 February Confirmation of post-18 education and training destinations for all students
	ASPIRE lunches (career/employer talks) and trips (to local businesses and providers) linked to ASPIRE sentences throughout the year for small groups		

Please speak to our careers leader to identify the most suitable opportunity for you.

4.3 Granting and refusing access

It is not possible to be definitive on when access will be granted or denied. However, we will make decisions based on:

- The relevance of the provider to our students
- When the access is requested, and how this aligns with our timetabled events, assembly times etc.
- The reasonableness of the request - such as how much time is required
- Aspects of safeguarding, including the preclusion of the promotion of partisan views

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

- We will make our best efforts to provide for reasonable requests for the use of space and AV equipment etc.
- We are happy to take supplies of brochures etc. and to place these at the Careers Resource Centre, which is managed by the school librarian. The Resource Centre is available to all students at lunch and break times.

5. Previous providers

In previous years we have invited the following providers from the local area to speak to our students:

Halesowen College, Dudley College, Nova Training, The Army, Aston University, Newman University

6. Student destinations

Last year, our year 11 students moved to a range of providers in the local area after school:

- Windsor Sixth Form (40%), Halesowen College (25%), Dudley College (14%), King Edward VI College, Stourbridge (10%), Other local apprenticeship providers (2%)

Last year, our year 13 students moved to a range of providers in the local area after School:

- The University of Worcester (13%), BCU (12%), The University of Birmingham (11%), Aston University (5%), Newman University (4%), Local technical routes (7%)

7. Complaints

Any complaints related to provider access can be raised following the WAT complaints procedure or directly with The Careers & Enterprise Company via provideraccess@careersandenterprise.co.uk

8. Links to other policies

- [Child Protection and Safeguarding Policy](#)
- [Careers Education, Information, Advice and Guidance \(CEIAG\) Policy](#)
- [Curriculum Policy](#)
- [Complaints Policy](#)

9. Monitoring arrangements

The arrangements for managing the access of education and training providers to students is monitored by Mrs J Dhanoya, Assistant Headteacher

This policy will be reviewed by Mrs J Brookes, CL Careers, WRL and Enterprise annually

At every review, the policy will be approved by the Board of Trustees.