



## **Policy Document**

### **Provider Access Policy**

**Date last Reviewed: November 2018**

**Approved by Governors: November 2018**

**Date of Next Review: November 2019**

## Introduction

This policy statement sets out the school's arrangements for managing the access of providers to pupils at the school for the purposes 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.

## 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 options 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 Mr J Raw, Career Lead at Longfield Academy of Sport on 01325 380815 or email: [jraw@longfield.swiftacademies.org.uk](mailto:jraw@longfield.swiftacademies.org.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:

2017-18	Autumn Term	Spring Term	Summer Term
Year 8	Enrichment visits may be organised	Year 8 GCSE choices evening Assembly and tutor group opportunities	Enrichment week: programme to be finalised Assembly and tutor group opportunities
Year 9	Enrichment visits may be organised	Year 9 Parents evening Assembly and tutor group opportunities	Enrichment week: programme to be finalised Assembly and tutor group opportunities
Year 10	PSHE day	Year 10 Parents Evening PSHE day	PSHE day College Taster Days
Year 11	PSHE day Presentations from local colleges Post 16 options evening	PSHE day Local college interviews Apprenticeship and National Citizenship assembly Year 11 Parents Evening	

Please speak to our named Careers Leaders, J Raw and Gill Smith, to identify the most suitable opportunity for you.

The school policy on safeguarding <https://longfield.uk.com/wp-content/uploads/2016/03/Safeguarding-and-Child-Protection-Policy-April-2017.pdf> sets out the school's approach to allowing providers into school as visitors to talk to our students.

### **Premises and facilities**

The school will make the main hall, classrooms or private meeting rooms available for discussions between the provider 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 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 School Library, which is managed by the school librarian. The Library is available to all students at all times.