

Author	Encarna Aparicio	Target group	All employees, consultants and volunteers
Issued	September 2025		
Approved by	Full Board	Next review	September 2027

Provider Access Policy Statement (education and training providers)

Aims

We aim to provide all students from year 8 to 13 with meaningful opportunities to explore a wide range of future options.

This policy statement aims to set out our school's 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

As a school we aim to:

- Develop knowledge and awareness among our students of all career pathways available to them, including technical qualifications and apprenticeships
- Support students in learning more about opportunities for education and training outside of school, before they make crucial choices about their future options
- Reduce drop-out from courses and avoid the risk of students becoming NEET (not in education, employment or training)

Publication and scope

This policy applies to every secondary school in Anthem and will be posted on each secondary school website. It can be made available in hard copy and in large print on request.

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 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](#)
- [Education and Skills Act 2008](#)
- [The School Information \(England\) Regulations 2008](#)

- The [Skills and Post-16 Education Act 2022](#)
- Guidance from the Department for Education (DfE) on [careers guidance and access for education and training providers](#)

This policy shows how our school complies with these requirements.

Student entitlement

All students in years 8 to 13 at our school are entitled to:

- find out about further education training, 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 – e. g through options events, assemblies and group discussions and taster events
- understand how to make applications for the full range of academic and technical courses
- have a minimum of 6 encounters with providers.

These encounters must happen for a reasonable period of time during the standard school day.

As a school we can provide complementary experiences but encounters outside of school hours won't count towards these requirements.

We offer our students the encounters set out above through assemblies, in-person visits and a careers fair, where a wide variety of employers are invited into school.

Access to providers is available and promoted to allow all students to access information about other providers of further education and apprenticeships. We are committed to encouraging all students to make decisions about their future based on impartial information.

Students in year 8 and 9

All students in these year groups are offered:

- 2 encounters with education and training providers:
 - All students must attend
 - Encounters can take place any time during year 8, and between 1 September and 28 February during year 9

Students in year 10 and 11

All students in these year groups are offered, as a minimum:

- 2 encounters with education and training providers:
 - All students must attend
 - Encounters can take place any time during year 10, and between 1 September and 28 February during year 11

Students in year 12 and 13

All students in these year groups are offered, as a minimum:

- 2 encounters with education and training providers:

- Students can choose to attend
- Encounters can take place any time during year 12, and between 1 September and 28 February during year 13

Meaningful encounters with providers

Our school is committed to providing meaningful encounters for all students.

A meaningful encounter:

- Is where the student can explore what it is like to learn, develop and succeed in that environment
- Involves meeting both staff and learners/trainees
- Has a clear purpose
- Is underpinned by learning outcomes that are appropriate to the needs of the student
- Involves a 2-way interaction between the student and the provider
- Includes information about the provider, such as their recruitment and selection processes, the qualifications that provider offers and the careers these could lead to
- Describes what learning or training with the provider is like
- Is followed by opportunities for the student to reflect on the insights, knowledge or skills gained through the encounter

Management of provider access requests

Procedure

A provider wishing to request access should contact:

Kimberley Booth

Careers Lead

01865 428200

kbooth@oxfordspires.anthemtrust.uk

Information we ask from providers

As a school we ask each provider to provide the following information for our students:

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

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:

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

	Autumn Term	Spring Term	Summer Term
Year 8	<ul style="list-style-type: none"> Meet the Tutor event for students, parents/carers – Stall event providing careers information Personal Development Curriculum linked to careers BBC Careers Roadshow Weekly Career of the week shared in tutortime 	Weekly Career of the week shared in tutor time	<ul style="list-style-type: none"> Careers Fair 'See what you can be' event
Year 9	<ul style="list-style-type: none"> Meet the Tutor event for students, parents/carers – Stall event providing careers information Personal Development Curriculum linked to careers BBC Careers Roadshow Weekly Career of the week shared in tutortime 	<ul style="list-style-type: none"> KS4 options event KS4 options video shared with direct links to employment. Weekly Career of the week shared in tutor time 	<ul style="list-style-type: none"> Careers Fair 'See what you can be' event
Year 10	<ul style="list-style-type: none"> Personal Development Curriculum linked to careers Assembly and tutor group opportunities – employability skills Meet the Tutor event for students, parents/carers – Stall event providing careers information Careers newsletter BBC Careers Roadshow Weekly Career of the week shared in tutor time 	<ul style="list-style-type: none"> Careers newsletter Weekly Career of the week shared in tutor time 	<ul style="list-style-type: none"> Work experience preparation sessions Work experience Careers newsletter
Year 11	<ul style="list-style-type: none"> Post -16 provider open evenings Meetings with careers adviser Post -16 applications Meet the Tutor event for students, parents/carers – Stall event providing careers information Weekly Career of the week shared in tutor time 	<ul style="list-style-type: none"> Post-16 interviews Apprenticeships – support with applications via Careers Hub Networking event with providers and employers Weekly Career of the week shared in tutor time 	Confirmation of post-16 education and training destinations for all students

Sixth Form			
Year 12	<ul style="list-style-type: none"> Meet the Tutor event for students, parents/carers – Stall event providing careers information Careers newsletter Weekly Career of the week shared in tutor time 	<ul style="list-style-type: none"> Small group sessions: future education, training and employment options Weekly Career of the week shared in tutor time Meetings with careers adviser Careers newsletter 	<ul style="list-style-type: none"> Work experience preparation sessions. Work experience Careers newsletter
Year 13	<ul style="list-style-type: none"> Post -18 assembly – with higher and degree apprenticeship providers Workshops – HE and higher apprenticeship applications Meet the Tutor event for students, parents/carers – Stall event providing careers information Weekly Career of the week shared in tutor time 	<ul style="list-style-type: none"> Meetings with careers adviser Assembly and small group opportunities – employability skills Networking event with providers and employers 	<p>No encounters – encounters must have taken place by 28 February</p> <p>Confirmation of post-18 education and training destinations for all students</p>

Live online encounters

We will consider requests for live online encounters with providers, which may be broadcast into classrooms or the school assembly hall. We will need to carry out technology checks in advance to make sure systems are compatible.

Granting and refusing access to providers

Each access request will be considered on a case-by-case basis.

We will grant access requests where there is opportunity for a positive contribution to our careers programme.

Premises and facilities

We will provide an appropriate room or assembly hall, with the necessary equipment providers require to carry out their visit effectively – details will be agreed with the provider.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at Main Reception, addressed to Mrs Kimberley Booth, Careers Lead.

Providers will be met and supervised by a member of staff who will facilitate their visit.

Safeguarding

The school and Anthem are committed to keeping children safe and our Child Protection and Safeguarding 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, which can be found on our school website.

Working with parents and carers

We aim to involve parents and carers in our careers programme and welcome your attendance at encounters with providers in school. Details of encounters where parent and carer attendance is appropriate will be sent via Bromcom.

If you would like to speak to the school about encounters with providers, please contact the Careers Lead, Kimberley Booth via email at kbooth@oxfordspires.anthemtrust.uk.

We also welcome feedback from parents and carers to help improve our offer of encounters with providers. Parents and carers can provide feedback directly to our Careers Lead via the email address above.

Previous providers

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

<ul style="list-style-type: none"> • NHS • HM Forces • Oxfordshire Police • Oxford Oncology 	<ul style="list-style-type: none"> • Brighton & Hove FC • ODS Oxford Services • BSG Ecology • Crown Prosecution Service 	<ul style="list-style-type: none"> • Ice Oxford • Nexus • Oxford Playhouse • BBC Bitesize • BMW
---	---	--

Students Destinations

Last year our year 11 students moved to a range of providers after school:

- Abingdon & Witney College
- City of Oxford College
- The Swan School Sixth Form
- Cherwell School Sixth Form

Last year our year 13 students moved to a range of providers after school:

- University of Warwick
- University of Bristol
- University of Southampton
- University of Oxford Brooks

(a further list of destinations can be found on our alumni board in the Reuben building).

Complaints

Complaints about services from providers who use school premises or facilities should be directed to the provider concerned. Other concerns or complaints can be raised following the school's Concerns and Complaints Policy, available on the school website.

Links to other policies

- Child Protection and Safeguarding Policy
- School's Concerns and Complaints Policy
- SEND Policy
- Whole School Equality Policy

Monitoring arrangements

The school's arrangements for managing the access of education and training providers to students are monitored by Kimberley Booth, Careers Lead.

This policy will be reviewed every two years by Anthem or earlier if the guidance or legislation changes.