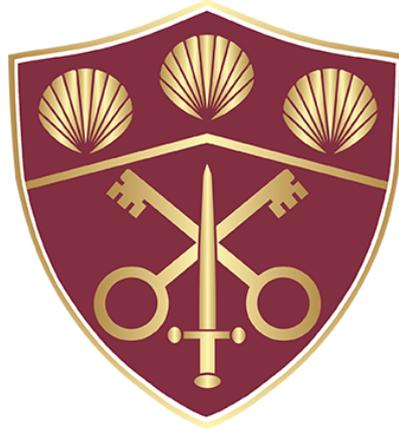


# Provider Access Policy

## The Palmer Catholic Academy



<b>Approved by:</b>	[Mr Downey]	<b>Date:</b> [28/1/2022]
<b>Last reviewed on:</b>	[27/01/2022]	
<b>Next review due by:</b>	[27/01/2023]	

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## 1. Aims

This policy statement aims to set out The Palmer Catholic Academy 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

## 2. Statutory requirements

As outlined in section 42B of the [Education Act 1997](#).

This policy shows how The Palmer Catholic Academy complies with these requirements.

## 3. Student entitlement

All students in years 8 to 13 at The Palmer Catholic 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, e.g. through a range of activities and events such as options events, assemblies and taster events and visits.
- 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 Mr Moss [Director of Careers].

Telephone: 0208 590 3808

Email: [smoss@tpc.academy](mailto:smoss@tpc.academy)

### 4.2 Opportunities for access

We will offer providers an opportunity to come into school to speak to students and/or their parents/carers.

- Assemblies on each day for each Year group. Assemblies are 20 minutes, but can be extended to meet your needs.
- Option Evenings: Year 9 (Spring Term), Year 11 (Autumn Term)
- Option Taster Days: Year 9, Year 11 (Spring Term)
- Year 11 Futures Day (Autumn Term)

We are flexible and are able to develop specific year group timetable changes to suit your needs as long as a suitable time frame of one month has been agreed between your request and proposed delivery (subject to meeting sections 4.3 and 4.4 below).

Please speak to Mr Moss to identify the most suitable opportunity for you.

These events will run in line with our school's COVID-19 safety measures, and will depend on national restrictions at the time.

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### 4.3 Granting and refusing access

Access will be granted unless:

- The event will cause disruption to either external or internal examinations (e.g. year group clash, potential noise levels or unavailable facilities).
- Use of facilities will cause significant disruption to the students learning (e.g. displacement of classes)
- The proposed event date clashes with another planned school calendar event, impacting on staff numbers to ensure safeguarding.
- Attendees do not meet our safeguarding policy procedures.
- An unsuitable time/date request, e.g outside of normal school hours or term time. Please see our website for term dates.
- Insufficient time given between providers request date and proposed delivery date (one month minimum between request confirmed by Mr Moss and intended delivery date).

### 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

#### **Palmer Hall:**

Can accommodate 190 students for a presentation. Can accommodate up to 85 students with tables and chairs. A large screen for presentations with access to the internet, speakers and microphone.

#### **Classrooms:**

We have a range of classrooms for small group activities or workshops. We have three large computer suites which can accommodate 30 students.

If you wish to arrange specific premises and facilities, please state this in your initial request by email to Mr Moss.

Providers can leave prospectuses or other material for students to read

All appropriate COVID-19 safety measures to be adhered to.

## 5. Monitoring and Evaluation

External provision will be monitored and evaluated through observations, learning walks, alongside feedback from pupils, staff, parents & governors. Mr. Moss will be the lead on monitoring and evaluation. Providers are able to conduct their own evaluations, which must adhere to our GDPR policy and to be shared with The Palmer Catholic Academy.

## 6. Links to other school policies

Safeguarding & Child Protection Policy

GDPR Policy

Careers Education Policy

## 7. Policy Review

This policy will be reviewed by Mr. Moss (Director of Careers) annually. At every review, the policy will be approved by the governing board.

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