

Attleborough Academy Norfolk: Provider Access Policy

Introduction

This policy statement sets out the Academy's arrangements for managing the access of providers to students at the Academy for the purpose of giving them information about the provider's education or training offer. This complies with the Academy's legal obligations under Section 42B of the Education Act 1997.

Pupil Entitlement

All students in Years 8 to 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 events, assemblies, 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 Ms Sarah Edwards, Associate Assistant Principal by telephone on 01953 452335 or by email sedwards@aan.norfolk.sch.uk

Opportunities for Access

A number of events, integrated into the Academy careers programme, will offer providers an opportunity to come into the Academy to speak to students and/or their parent and carers.

Activities that occur throughout the academic year are as follows:

Year 8	Careers Awareness scheme of work delivered. Year 8 GCSE Options Evening where future progression routes are discussed with students.
Year 9	Careers Fair and workshops.
Year 10	Careers Fair and workshops. Organisation of and participation in Work Experience. Career Awareness scheme of work delivered
Year 11	One to one Careers guidance meetings. Parents' Evenings where planned progression routes are discussed with students.
Year 12	Visiting speakers from Industry, Further Education, Apprenticeship Providers and Universities (both Year 12 and 13). One to one Careers guidance meetings. Visit to the Higher Education Fair at the University of Essex. Visit to London Metropolitan University for HE Information and applicant guidance.
Year 13	Personalised UCAS application support. Individual support and guidance for apprenticeship/traineeship applications. Personal Statement/Application proof reading and support.

In addition to this, various trips to external providers occur throughout the year. Please speak to Ms Sarah Edwards to identify the most suitable opportunity for you and to either visit the Academy or to arrange an external visit for students.

Premises and Facilities

The Academy will make the Main Hall, classrooms or private meetings rooms available for discussion between the provider and the students, as appropriate to the activity. The Academy will also make available AV and other specialist equipment to support provider presentations. All of this will 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 Careers Resource Centre which is managed by the Academy Librarian. The Careers Resource Centre is available to all students at lunch and break times.

Approval and Review

Approved: Monday 30 April 2018 by the AAN Academy Council

Next review: Summer Term 2019

Signed: 