

# Paddington Academy Provider Access Policy

2022|23

Date of last review	July 2022	Review period	1 year
Date of next review	Summer term 2023	Owner	Neha Modha
Type of policy	Statutory	Approval	LGB
SLT member in charge	Neha Modha		

## Introduction

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

Every student is entitled to high quality career education and guidance as part of their education which will support them on their career journey throughout education. Our provision includes various opportunities for students to access a range of events which are integrated into the school careers programme and curriculum and include opportunities 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.
- hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options events, assemblies, careers fair, employer talks, insight days and taster events.
- understand how to make applications for the full range of academic and technical courses.

## Management of provider access requests

### Procedure for requests

Laura Snow is our Director of Careers and can be contacted calling 02074793900 or [Laura Snow](#) by email to requests and discuss any future opportunities with external companies and organisations.

## Opportunities for Access

We offer providers and partners the opportunity to come into the academy to speak to students and/or their parents. The specific dates on the school calendar vary each year so providers need to contact the Careers Lead [Laura Snow](#) to identify the most suitable opportunity. These events are usually calendared in advance to help with planning.

Below is a timetable of events/activities by year group.

Year group	Autumn term	Spring term	Summer term
7	Into University workshops	Assemblies and PSHE on Careers Launch Unifrog and complete careers aspirations quiz Curriculum Careers fair Into University	Into University Assemblies and tailored opportunities
8	Careers tutor talks Into University workshops Unifrog review	Careers tutor talks PSHE Careers sessions in different subject disciplines Assemblies and tutor group opportunities Into University	Career tutor talks Assemblies and tutor group opportunities Into University Y8 University Visit
9	Career tutor talks Into University	PSHE tutor sessions on different pathways to university and careers KS4 Options event Careers Fair Into University	Career tutor talks Assemblies and tutor group opportunities Into University
10	Into University Oxbridge visits	PSHE Work experience preparation Work experience Next Top Doctor workshops Into University Oxbridge visits	Mock interview and Employability day Into University Assemblies and tutor group opportunities
11	Post 16 Subject information Into University 1-1 Careers Guidance	1-1 Careers Guidance College Open Days Careers Fair Assemblies and tutor group opportunities	Post 16 taster sessions
12	Oxbridge visits Careers talks from employers Into University Realising Opportunities applications Y12 Leadership Tuesday	Careers Fair Oxbridge visits	University visit Into University personal statement support UCAS preparation and pathways Work experience opportunities
13	HE and Higher Apprenticeship applications UCAS Career tutor talks	Workshops careers and apprenticeships Careers Fair Into University	

## Premises and facilities

The school will make a suitable venue available for discussions between the provider and students, as appropriate to the activity. The school will also make available AV and other specialist equipment as reasonably required to support provider presentations. This will all be discussed and agreed in advance of the visit with the Director of Careers. Providers are welcome to leave a copy of their prospectus or other relevant course literature in the library, which is accessible to students before school, at break time, at lunchtime and after school.

