

Provider access policy statement

London Academy of Excellence Tottenham



Approved by: JanBalon

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1. Aims

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

2. 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 12 and 13 for the purposes of informing them about approved technical education, qualifications or apprenticeships.

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](#).

This policy shows how our school complies with these requirements.

3. Student entitlement

All students in years 12 as 13 at London Academy of Excellence Tottenham 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
- 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 Sheila Pyke, PA to the Headteacher

Telephone: 02083526020

Email: Sheila.pyke@laetottenham.ac.ul

4.2 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:

	Autumn term	Spring term	Summer term
Year 12	<i>Post-18 assembly - apprenticeships</i>	<i>Higher education (HE) fair</i>	<i>Small group sessions: future education, training and employment options</i>
Year 13	<i>HE and higher apprenticeship applications</i>	<i>Assembly and small group opportunities - employability skills</i>	

In addition to this, the school is open to speakers at any point in the academic year.

4.3 Granting and refusing access

When granting access, the following will be considered:

- The appropriateness of the opportunity to our cohort of students
- The timing in the academic year
- The quality of the opportunity
- Potential disruption to the academic timetable

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

- *The school's facilities include a hall with capacity for 300 students. There are also smaller rooms and break out spaces which can be used. Each is equipped with audio-visual facilities.*
- *Once a visit is agreed, speakers should liaise with the Careers Lead in order to organise sessions.*
- *Providers are welcome to leave prospectuses or other material for students to read*

5. Links to other policies

This policy is linked to:

- *Safeguarding/child protection policy*
- *Careers guidance policy*

6. Monitoring arrangements

The school's arrangements for managing the access of education and training providers to students is monitored by Deputy Head (Pastoral).

This policy will be reviewed by Deputy Head Pastoral annually. At every review, the policy will be approved by the headteacher.