



POLICY STATEMENT ON PROVIDER ACCESS

Policy Number	060	Policy Author	K Charman
Date of Last Review	August 2025	Policy Ownership	Finance & Operations
Agreed by Governors Reviewed by Trust Board	December 2018 February 2025	Date of Review Next	Aug 2026

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

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)

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 in section 2.1 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](#), the [Skills and Post-16 Education Act 2022](#) and on page 43 of 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.

The 6 encounters schools must offer to all students in years 8 to 13

Schools must offer:

- 2 encounters for students during the 'first key phase' (year 8 or 9)
 - All students must attend
 - Encounters can take place any time during year 8, and between 1 September and 28 February during year 9
- 2 encounters for students during the 'second key phase' (year 10 or 11)
 - All students must attend

- Encounters can take place any time during year 10, and between 1 September and 28 February during year 11
- 2 encounters for students during the 'third key phase' (year 12 or 13)
 - Students can choose to attend
 - Encounters can take place any time during year 12, and between 1 September and 28 February during year 13

These encounters must happen for a reasonable period of time during the standard school day. Schools can continue to provide complementary experiences, but encounters outside of school hours won't count towards these requirements.

Schools must ask each provider to provide the following information as a minimum:

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

We will comply with this requirement through option events, assemblies, events and meeting with guest speakers.

Meaningful provider encounters

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

1 encounter is defined as 1 meeting/session between students and 1 provider.

We will refer to the [Making it Meaningful checklist](#) from The Careers & Enterprise Company to ensure that encounters are meaningful.

Meaningful live online engagement is also an option at our school.

Student entitlement

All students in years 8 to 13 at The Basildon Academies 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 activities and events such as options events, assemblies and taster events
- 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

The Basildon Lower Academy

Lou Gray - lgray@basildonacademies.org.uk

The Basildon Upper Academy

Nicola Moore – nmoore@basildonacademies.org.uk

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 providing this does not conflict with student engagement in Exams, Revision Sessions, Walking Talking Mocks or any other planned session or activity. Examples of some of the opportunities that are already on offer to students can be viewed via the Career Programme section on our website:

[The Basildon Lower Academy - Careers Information](#)

[The Basildon Upper Academy - Careers Information](#)

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.

[The Basildon Lower Academy - Safeguarding](#)

[The Basildon Upper Academy - Safeguarding](#)

Premises and facilities

The school will make the main hall, classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. The school will also make available AV and other specialist equipment to support provider presentations. This will be discussed and agreed in advance with the Careers Lead.

Providers are welcome to leave a copy of their prospectus or other relevant course literature with the Careers Lead for students to access.

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. Parents and carers will be made aware about these through the school website and communication home.

We also welcome feedback from parents and carers to help improve our offer of encounters with providers, please use the contact us page on our website to submit this.

Previous providers

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

- DWP
- The Royal Navy

- The British Army
- USP College
- South Essex College
- Aim High Group
- Emmanuel College
- Above and Beyond Careers
- Essex Police
- NHS
- Debut Academy
- Jet Hairdressing
- The Lightbulb Apprenticeships
- Writtle College

Student destinations

Last year, a high proportion of our year 11 students remained with the Sixth Form along with many moving to a range of providers that included:

- Life Skills
- USP College
- South Essex College
- The Appleton Sixth Form College
- The Hathaway Academy
- Westcliff High School for Boys
- Writtle University College
- The British Army
- The Royal Navy

The Essex Activity survey last provided by the local authority for 2022 leavers highlights destination information below. The 2024 destination information should be available in February 2025. The high proportion of NEET was due to a local provider suddenly closing down, leaving students without a destination.

	Essex	Basildon	Basildon Upper Academy					
Activity Survey Year 11 leavers 2022	2022	2022	2022	2021	2020	2019	2018	2017
Remaining in full time education	14879	1721	200	143	144	135	150	129
Training	156	23	1	6	15	11	7	3
Full time employment (inc Apprenticeships)	456	68	10	0	2	5	6	7
Full time employment no structured training	227	32	7	5	1	1	3	4
Working not for reward & part-time activities	41	7	3	0	1	0	0	0
NEET -active in the labour market	413	102	34	4	4	5	6	4
NEET not available to the labour market	67	13	4	1	0	1	0	0
NEET Total	480	115	38	5	4	6	6	4
NEET Total%	2.9%	5.8%	14.6%	3.1%	2.4%	3.7%	3.4%	2.6%
Total Unknown	161	18	1	3	3	4	2	6
Custodial institution (juvenile offender)	0	0	0	0	0	0	0	0
Total Cohort	16400	1984	260	162	170	162	174	153

Complaints

Any complaints related to provider access can be raised following the school complaints procedure [[Secondary School in Basildon, Basildon Upper Academy Contact Us Page](#)] or directly with The Careers & Enterprise Company via provideraccess@careersandenterprise.co.uk

Monitoring arrangements

The school's arrangements for managing the access of education and training providers to students are monitored by the appropriate careers lead on each site.

This policy will be reviewed by annually by the Careers Lead.

At every review, the policy will be approved by the Trust Board.