

Macmillan  
Academy

**PROVIDER ACCESS  
POLICY**

**POLICY DETAILS**

<b>Policy title:</b>	Provider Access Policy
<b>Staff name and job title:</b>	Cherry Glasgow
<b>Organisation:</b>	Macmillan Academy
<b>Policy version number:</b>	1
<b>Approved by Headteacher:</b>	January 2026
<b>Date of next review:</b>	January 2027
<b>Distribution:</b>	Website

<b>Version</b>	<b>Date of review</b>	<b>Date of next review</b>	<b>Comments</b>	<b>Approved by</b>
1	January 2026	January 2027	New policy	Headteacher

## 1. Aims

This policy statement sets out Macmillan Academy's arrangements for managing the access of education and training providers to pupils for the purpose of giving them information about their education or training offer.

This complies with the school's legal obligations under Section 42B of the Education Act 1997 (as amended) and the Skills and Post-16 Education Act 2022.

This policy outlines:

- The procedures in relation to requests for access
- The grounds for granting and refusing requests
- Details of premises or facilities to be provided
- The school's approach to delivering the statutory minimum of six provider encounters.

The school's wider careers programme is aligned with the Gatsby Benchmarks of Good Career Guidance and is supported by The Careers & Enterprise Company. Provider access forms part of this strategic approach to ensuring pupils receive high-quality, impartial careers education.

## 2. Statutory Requirements

Schools must ensure that there is an opportunity for a range of education and training providers to access pupils in Years 8–13 for the purpose of informing them about approved technical education qualifications and apprenticeships.

The school must provide a minimum of **six encounters** with providers of approved technical education qualifications or apprenticeships to all pupils during Years 8–13.

Macmillan Academy fully supports this statutory requirement and will ensure compliance in the following way:

### The Six Mandatory Encounters

The school will offer:

#### First Key Phase (Years 8–9) – Compulsory

- Two encounters
- All pupils must attend
- Delivered any time in Year 8 and between 1 September and 28 February in Year 9

#### Second Key Phase (Years 10–11) – Compulsory

- Two encounters
- All pupils must attend
- Delivered any time in Year 10 and between 1 September and 28 February in Year 11

### **Third Key Phase (Years 12–13) – Optional**

- Two encounters
- Pupils may choose to attend
- Delivered any time in Year 12 and between 1 September and 28 February in Year 13

These encounters will be delivered through assemblies, careers lessons, careers events, National Apprenticeship Week activities, National Careers Week activities, and dedicated provider events. All six encounters will take place during the normal school day.

The Careers Leader will maintain records of attendance to ensure that all pupils receive the required encounters within the statutory timeframes.

### **3. Meaningful Provider Encounters**

One encounter is defined as one meeting/session between pupils and one provider.

Encounters will be:

- Meaningful and interactive
- Delivered face-to-face unless exceptional circumstances apply
- Focused on approved technical education qualifications or apprenticeships

Live online encounters may be used where appropriate and will be interactive and planned to ensure meaningful engagement.

### **4. Pupil Entitlement**

All pupils in Years 8–13 are entitled to:

- Find out about technical education qualifications and apprenticeship opportunities as part of the school's careers programme
- Hear from a range of local providers about the opportunities they offer
- Understand how to apply for the full range of academic and technical courses
- Receive information about approved technical qualifications and apprenticeship pathways at each transition point

The school will not promote one provider over another and will ensure that pupils receive impartial careers information.

### **5. Management of Provider Access Requests**

#### **5.1 Procedure**

Requests for access should be directed to:

## **Mrs Emma Turner**

Careers Leader

Tel: 01642 800800

Email: office@macademy.org.uk

Providers should provide:

- Details of the qualifications or apprenticeships offered
- Intended year group
- Preferred dates
- Outline of session content

The Careers Leader will respond in a timely manner and work with providers to schedule appropriate access.

## **5.2 Opportunities for Access**

Providers will be given access through:

- Whole year group assemblies
- Careers lessons
- National Apprenticeship Week
- National Careers Week
- Careers fairs and jobs fairs
- Raising Aspirations events
- Dedicated provider events
- Small group workshops
- Optional enrichment sessions for Sixth Form.

The school ensures that the six mandatory encounters are delivered by providers of approved technical education qualifications or apprenticeship providers.

## **5.3 Granting and Refusing Access**

The school will not unreasonably refuse a request from a provider of approved technical education qualifications or apprenticeships.

Access may be refused if:

- Safeguarding requirements are not met
- Health and safety considerations apply
- The request falls outside statutory timeframes

- The session content is not appropriate for the intended age group
- There are unavoidable timetabling constraints.

The school will not give unfair priority to its own sixth form provision and will ensure compliance with its legal duty to provide opportunities for external providers.

## **6. Safeguarding**

The school's safeguarding and child protection policy sets out procedures for checking the identity and suitability of visitors.

All providers must comply with these safeguarding procedures.

Providers will be supervised at all times by a member of staff.

## **7. Premises and Facilities**

The school will provide:

- An appropriate classroom or assembly hall
- Projector and screen facilities
- IT equipment where required
- Access to computer rooms where appropriate

The Careers Leader will liaise with providers to ensure facilities meet requirements.

Providers may leave prospectuses or promotional materials for pupils.

Live online sessions may be broadcast into classrooms or the assembly hall, subject to prior technical checks.

## **8. Previous Providers**

In previous terms, the school has worked with a range of local providers including further education colleges, apprenticeship providers and training organisations. These include:

- Askham Bryan College
- Hartlepool College of Further Education
- Mammoet
- Middlesbrough College
- Northern Skills Group.

## **9. Pupil Destinations**

The school publishes and reviews destination data annually to ensure pupils move on to appropriate education, employment or training.

Last year, our Year 11 pupils moved to a range of providers in the local area after school:

- Bede Sixth Form College
- Egglecliffe Sixth Form
- Hartlepool Sixth Form College
- Harrogate Army Foundation College
- Middlesbrough College
- Northern School of Art
- Prior Pursglove College
- Stokesley Sixth Form
- Stockton Riverside College
- TTE

Last year our Year 13 pupils moved to a range of providers in the local area after Post 16:

- Apprenticeship – Darchem Engineering
- Apprenticeship – Brims Construction
- Cambridge University
- Durham University
- Employment – James Cook University Hospital
- Hull York Medical School
- Newcastle University
- Sheffield University
- Sunderland University
- Teesside University

## **10. Complaints**

Any complaints about provider access can be raised following Endeavour Academies Complaints Policy by contacting:

[office@macademy.org.uk](mailto:office@macademy.org.uk)

Complaints regarding provider access legislation may also be raised with The Careers & Enterprise Company via [provideraccess@careersandenterprise.co.uk](mailto:provideraccess@careersandenterprise.co.uk).

## **11. Monitoring and Review**

This policy is monitored by:

### **Ms Cherry Glasgow**

Associate Assistant Headteacher - Personal Development and Community Partnerships

The policy will be reviewed annually and is published on the school website in accordance with statutory requirements.



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