

### **Manor CE Academy provider access policy statement**

Under Section 42B of the Education Act 1997, as of 2 January 2018, we have a duty to provide pupils in years 8-11 with access to providers of post-14, post-16 and post-18 education and training. This policy statement sets out how we manage access requests from these providers.

#### **What are pupils entitled to?**

Pupils must be allowed to:

- Learn more about technical education qualifications and apprenticeship opportunities, as part of a careers programme which informs pupils of the full range of education and training options available to them at each transition point.
- Hear from a range of local providers about the opportunities on offer, for example, technical education and apprenticeships – this can be achieved through options evenings, assemblies, group discussions, and taster events.
- Understand how to apply to the full range of academic and technical courses available to them.

#### **Who handles our access requests?**

Any provider wishing to request access should send an email marked “FAO Careers” to:  
[hello@mce.hslt.academy](mailto:hello@mce.hslt.academy)

#### **What opportunities are provided to allow access to pupils?**

Via our school careers programme, we offer providers numerous opportunities throughout the school year to speak to pupils and/or their parents. Our annual schedule of events is as follows:

##### Year 7

- Careers Lessons within Live Life Well Lessons & Careers Drop Down Day

##### Year 8

- Careers Lessons within Live Life Well Lessons & Careers Drop Down Day

##### Year 9

- Careers Lessons within Live Life Well Lessons & Careers Drop Down Day
- KS4 options evening

##### Year 10

- Careers Lessons within Live Life Well Lessons & Careers Drop Down Day
- Careers Drop Down Day
- Work experience placement

## Year 11

- Careers Lessons within Live Life Well Lessons & Careers Drop Down Day
- Parents Information Evening
- Career Opportunity Event (Careers Fair)
- Specialist Careers Workshops
- Release students to attend post-16 taster sessions

### **Who should providers contact to discuss events and options?**

Providers can speak to our careers leader, Mr Paul Muskett, to discuss possible attendance at relevant events.

Our **Child Protection and Safeguarding Policy** set out the school's approach to allowing providers into school to speak to our pupils.

### **What are the rules for granting and refusing access requests?**

We will grant access requests that meet the following criteria:

- All requests to attend the opportunities above will be considered.
- Additional requests will be considered on a case-by-case basis depending upon the timing in the year.

We will refuse any access requests that do not support the aims of this policy:

- Access to students must be balanced and so multiple requests from the same provider may be declined.
- Accurate information must be presented to students by providers within an impartial context.

### **What can providers expect once a request has been accepted?**

Once we have approved a provider, we will work with them to identify the best method for providing access to our pupils.

We will make the school hall, classrooms and private meeting rooms available to host discussions between providers and pupils. We will also make presentation equipment, such as projectors and televisions, available to providers.

Arrangements will be discussed in advance between our careers leader and a nominated member of the provider's team.

### **Can providers leave prospectuses for pupils to read?**

Providers are welcome to leave a copy of their prospectus and other relevant course literature with the Careers Adviser at the School Careers Office.

We are also happy to publicise events at local providers using the school noticeboards.

### **Approval and review**

This policy statement was approved by the LGC.

Updated: 30/1/26

Review Date: 30/1/27