



**MARY ELLIOT  
ACADEMY**

# Provider Access Policy

Version: **2**

Ratified by the Board of Trustees

Signed by the Board of Trustees: **December 2025**

To be reviewed every 2 years: **December 2027**

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### 1. Introduction

- 1.1. This policy statement aims to set out the academy's arrangements for managing the access of providers to students, for the purpose of giving them information about the provider's education or training offer. This complies with the academy's legal obligations under Section 42B of the Education Act 1997.
- 1.2. In January 2023 the updated Provider Access Legislation (PAL) came into force. Schools and academies must give education and training providers the opportunity to talk to pupils in Years 8 to 13 about meaningful opportunities to explore a wide range of future options, approved technical qualifications and apprenticeships.
- 1.3. The updated legislation specifies schools and academies must provide at least six encounters with approved providers of apprenticeships and technical education for all their students:
- Two encounters for pupils during the 'first key phase' (year 8 or 9) that are mandatory for all pupils to attend. Encounters can take place anytime during year 8 and between 1<sup>st</sup> September and 28<sup>th</sup> February during year 9.

- Two encounters for pupils during the 'second key phase' (year 10 or 11) that are mandatory for all pupils to attend. Encounters can take place anytime during year 10 and between 1<sup>st</sup> September and 28<sup>th</sup> February during year 11.
- Two encounters for pupils during the 'third key phase' (year 12 or 13) that are mandatory for the school to put on but optional for pupils to attend. Encounters can take place anytime during year 12, and between 1<sup>st</sup> September and 28<sup>th</sup> February during year 13.

## **2. Student entitlement**

2.1. The Careers Education curriculum at Mary Elliot Academy aims to reflect our person-centred approach and Core Values. We endeavour to raise the aspirations of all young people and provide the individualised support needed in order to help them to achieve their goals. In line with this, all students in years 8 to 13 are entitled to full access to information regarding opportunities which may be plausible future options. This may include:

- Finding out about appropriate education qualifications and apprenticeship opportunities, as part of our careers programme, which provides information on a full range of education and training options available at each transition point.
- Hearing from a range of local providers about the opportunities they offer, including technical education, apprenticeships and social care and community pathway opportunities through our open events, assemblies and transition programme.
- Understanding how to make applications for a range of academic and technical courses where appropriate, with support to complete these where needed.

2.2. In order to support learners holistically towards meaningful transition, wider procedures in place within the academy include:

- Ensuring all Annual Reviews from Year 9 onwards include a focus on how best to prepare for adulthood including employment, independent living and participation in society.
- From Year 8, providing students and parents with information about local provision for Post 16 onwards. Information will be shared in a range of ways including careers and open evenings, parents evenings and within the annual review process. Parents and students will also be provided with information and advice from an independent careers advisor contracted by the academy.

- Providing students in Key stage 3 onwards with diverse work encounters, work experience opportunities including internal, external and virtual opportunities.
- Establishing links with local education and social care providers with the ultimate aim of providing taster sessions and transition visits in order to ensure that students are able to make informed choices about their future.
- Ensuring the whole-school curriculum has close links to Careers
- Providing targeted advice and support to vulnerable learners through Pupil Premium.
- Providing advice and support on bursaries and grants to enable post 16 learners in financial hardship to continue their education.

### **3. Management of provider access requests**

#### 3.1. Procedure

A provider wishing to request access should contact:

**Grace Murphy** – Careers Lead

Contact: [g.murphy@mary-elliott.thrive.ac](mailto:g.murphy@mary-elliott.thrive.ac)

Tel: 01922 490190

### **4. Granting or Refusing Access**

- 4.1. Access to students will be granted if opportunities presented are suitable, appropriate and relevant to students' learning and development.
- 4.2. Access may be refused if: material could be discriminatory, biased, or in any way contains unsuitable content; age inappropriate; not of significant relevance; not in the best interests of students; of expense beyond academy means; logistically too difficult for the academy to facilitate.

### **5. Opportunities for Access**

- 5.1. There are a number of events within the academy's careers programme which offer providers the opportunity to come into school and meet with our young people and their families, in order to share further information about their provision. Virtual events also take place as appropriate.

	Autumn Term	Spring Term	Summer Term
<b>Key Stage 3</b>	<ul style="list-style-type: none"> <li>Transition and Careers Roadshow – open to all providers including further education, Supported internships apprenticeships and social care/ community pathway providers</li> <li><b>From Yr 9</b> PFA conducted as part of annual review of students EHCP. Points of discussion for PFA include: Training, Employment, Careers guidance, Independent living, Community inclusion, Health, social Care and Transition to adult or other services.</li> <li>Visits from performing artists, colleges and wider providers</li> </ul>	<ul style="list-style-type: none"> <li>National Careers week – focus on exploring job roles</li> <li><b>From Yr 9</b> PFA conducted as part of annual review of students EHCP. Points of discussion for PFA include: Training, Employment, Careers guidance, Independent living, Community inclusion, Health, social Care and Transition to adult or other services.</li> <li>Visits in from performing artists, colleges and wider providers</li> </ul>	<ul style="list-style-type: none"> <li>Careers &amp; Transition Leads present at parents evening/meet the teacher events</li> <li><b>From Yr 9</b> PFA conducted as part of annual review of students EHCP. Points of discussion for PFA include: Training, Employment, Careers guidance, Independent living, Community inclusion, Health, social Care and Transition to adult or other services.</li> <li>Visits in from performing artists, colleges and wider providers.</li> </ul>
<b>Key Stage 4</b>	<ul style="list-style-type: none"> <li>Transition and Careers Roadshow – open to all providers including further education, Supported internships apprenticeships and social care/</li> </ul>	<ul style="list-style-type: none"> <li>Virtual sessions with providers</li> <li>PFA conducted as part of annual review of students EHCP. Points of discussion for PFA include: Training, Employment, Careers guidance,</li> </ul>	<ul style="list-style-type: none"> <li>Careers &amp; Transition Leads present at parents evening/meet the teacher events</li> <li>PFA conducted as part of annual review of students EHCP. Points of</li> </ul>

	<p>community pathway providers</p> <ul style="list-style-type: none"> <li>• PFA conducted as part of annual review of students EHCP. Points of discussion for PFA include: Training, Employment, Careers guidance, Independent living, Community inclusion, Health, social Care and Transition to adult or other services.</li> <li>• Transition plans created with careers advisor</li> <li>• Curriculum focus – careers and Work experience – mini enterprise</li> </ul>	<p>Independent living, Community inclusion, Health, social Care and Transition to adult or other services.</p> <ul style="list-style-type: none"> <li>• Transition plans created with careers advisor</li> <li>• Visits from performing artists or colleges</li> <li>• Careers coffee morning with providers</li> <li>• Department Assembly provider visits</li> </ul>	<p>discussion for PFA include: Training, Employment, Careers guidance, Independent living, Community inclusion, Health, social Care and Transition to adult or other services.</p> <ul style="list-style-type: none"> <li>• Virtual sessions with providers</li> <li>• Transition plans created with careers advisor</li> <li>• Visits from performing artists or colleges</li> </ul>
<b>Key Stage 5</b>	<ul style="list-style-type: none"> <li>• Transition and Careers Roadshow – open to all providers including further education, Supported internships apprenticeships and social care/ community pathway providers</li> <li>• Virtual Work Experience opportunities</li> <li>• Individual Careers Guidance Coaching</li> <li>• PFA conducted as part of annual</li> </ul>	<ul style="list-style-type: none"> <li>• Virtual sessions with providers</li> <li>• Individual Careers Guidance Coaching</li> <li>• National Careers week – focus on preparing for next steps</li> <li>• Curriculum focus – careers and Work experience within Enriched curriculum</li> <li>• PFA conducted as part of annual review of students EHCP. Points of discussion for PFA</li> </ul>	<ul style="list-style-type: none"> <li>• Careers &amp; Transition Leads present at parents evening/meet the teacher events</li> <li>• Virtual sessions with providers</li> <li>• Individual Careers Guidance Coaching</li> <li>• PFA conducted as part of annual review of students EHCP. Points of discussion for PFA include: Training,</li> </ul>

	<p>review of students EHCP. Points of discussion for PFA include: Training, Employment, Careers guidance, Independent living, Community inclusion, Health, social Care and Transition to adult or other services.</p> <ul style="list-style-type: none"> <li>• Providers invited to year 13 annual reviews at parents/students request</li> <li>• Offsite transition visits to wider providers</li> <li>• Provider access to individuals and small groups for targeted work and transition activities within school</li> </ul>	<p>include: Training, Employment, Careers guidance, Independent living, Community inclusion, Health, social Care and Transition to adult or other services.</p> <ul style="list-style-type: none"> <li>• Offsite transition visits to wider providers</li> <li>• Provider access to individuals and small groups for targeted work and transition activities within school</li> <li>• Local careers fair – educational visit</li> <li>• Department Assembly provider visits</li> </ul>	<p>Employment, Careers guidance, Independent living, Community inclusion, Health, social Care and Transition to adult or other services.</p> <ul style="list-style-type: none"> <li>• Provider access to individuals and small groups for targeted work and transition activities within school</li> <li>• Year 12 offsite visits to a range of providers</li> <li>• Year 13 individual transitions to chosen provision</li> </ul>
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Please speak to our Careers Lead to identify the most suitable opportunity for you.

## 6. Premises and Facilities

6.1. The academy will make appropriate spaces available for discussions between providers and students, as appropriate to the activity taking place. Where conversations take place online, such as Teams, the academy will make appropriate technology and supervision available. The academy will also make available routine media, such as access to a PC and projector screens, to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers lead and Class Teacher where appropriate. Providers are welcome to leave a copy of their prospectus or can send a digital copy to the Careers Lead at [g.murphy@mary-elliott.thrive.ac](mailto:g.murphy@mary-elliott.thrive.ac) to be sent out via the school dojo or added to the school website.

## **7. Safeguarding**

- 7.1. Our Safeguarding Policy outlines the academy's procedure for checking the identity and suitability of visitors. Education and training providers will be expected to adhere to this policy.

## **8. Working with parents and carers**

- 8.1. The academy is committed to involving parents and carers in our careers programme and welcomes your attendance at encounters with external providers at Mary Elliot. If you would like to discuss provider encounters or require further information, please contact our Careers Lead, Grace Murphy. We also welcome feedback from parents and carers to support the ongoing development and improvement of our careers offer.

## **9. Previous providers**

- 9.1. In previous years we have invited the following providers from the local area to speak to our students
- Wolverhampton College
  - Walsall College
  - South Staffs College
  - Derwen College
  - Sense College
  - Nova Training
  - Choice Care
  - Carefirst
  - Condoover College
  - Queen Alexander College
- 9.2. In addition to education and adult social care settings, wider professionals such as transport and health have also been in attendance to ensure that students and their families have all the information and connections needed to support a positive transition.

## 10. Student destinations

Last academic year, 100% of our year 11 students chose to remain at Mary Elliot Academy

Our year 13 students moved to the below destinations:

Further Education	70%
Adult Services & Community Pathway Providers	20%
Awaiting decision from Local Authority SEND	10%

## 11. Monitoring and review

- 11.1. The academy's arrangements for managing the access of education and training providers to students are monitored by our Careers Lead, Grace Murphy.
- 11.2. This policy will be reviewed by the academy's Careers lead bi-annually.
- 11.3. At every review, the policy will be approved by both the Headteacher and the Board of Trustees.

## 12. Links with other policies

- CEIAG Programme
- Safeguarding Policy
- Educational Visits Policy
- Code of Conduct
- Pupil Premium Policy

## 13. Changes

Description	Date	Page	Section
N/A: new policy	25.09.2023	N/A	N/A
Timeframes for encounters added	10.11.25	3	1.3

Linked courses changed to transition visits	10.11.25	3	2.1
Updated contact information	10.11.25	4	3.1 7
Vocational profiling changed to creation of transition plans	10.11.25	5	5.1
Addition of working with parents section	10.11.25	8	8
Addition of previous providers section	10.11.25	8	9
Addition of destination data overview	10.11.25	9	10