Churchill Park School
Winston Churchill Drive, King's Lynn, PE30 4RP

CHURCHILL PARK ACADEMY

Provider Access Policy Statement

Review Date: September 2026
Next Review Date: September 2027
Careers Leader: Iwona Harrison
Approved By: Governing Body / Unity Education Trust

1. Introduction

Churchill Park Academy is committed to ensuring that all pupils receive high-quality careers education, information, advice and guidance (CEIAG) that prepares them for adulthood, employment and independent living.

As a specialist SEND school, we recognise the importance of providing pupils and their families with clear and impartial information about the full range of education, training and employment pathways available.

This policy sets out the arrangements for managing access to pupils by education and training providers for the purpose of informing them about approved technical education qualifications, apprenticeships and other post-school opportunities. It is written in accordance with the Education Act 1997, the Technical and Further Education Act 2017, the Provider Access Legislation (2023), the SEND Code of Practice (2015) and statutory careers guidance.

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2. Aims

The aims of this policy are to:

- Ensure pupils have access to a broad range of education, training and employment opportunities.
- Support pupils to make informed decisions about their future pathways.
- Raise aspirations and develop an understanding of the world of work.
- Provide encounters with a range of education, training and employment providers.
- Promote equality of opportunity for all pupils.
- Support positive Preparing for Adulthood outcomes.
- Reduce the likelihood of pupils becoming Not in Education, Employment or Training (NEET).

3. Student Entitlement

All pupils in Years 8 to 13 are entitled to:

- Learn about technical qualifications and vocational pathways.
- Receive information about apprenticeships and supported internships.
- Meet providers from further education, training and employment settings.
- Participate in employer encounters and work-related learning activities.
- Visit workplaces, colleges and training providers where appropriate.
- Access impartial careers guidance.
- Understand progression routes and application processes.

In line with Provider Access Legislation, pupils will receive opportunities to engage with providers throughout their school career, including the required provider encounters.

4. Statutory Provider Encounters

In line with the Provider Access Legislation, all pupils in Years 8 to 13 are entitled to at least six encounters with providers of approved technical education qualifications and apprenticeships.

The academy will ensure that:

- Pupils receive two provider encounters during Key Stage 3 (Years 8 and 9).
- Pupils receive two provider encounters during Key Stage 4 (Years 10 and 11).
- Pupils receive two provider encounters during Key Stage 5 (Years 12 and 13).

These encounters will be meaningful, age-appropriate and tailored to meet the needs of pupils with SEND. They may take place through assemblies, workshops, careers fairs, employer talks, apprenticeship presentations, college visits, supported internship events, transition activities and virtual encounters.

The academy will record and monitor provider encounters to ensure all statutory requirements are met.

5. Careers Programme and Provider Encounters

Provider encounters may take place through:

- Careers assemblies
- Careers and enterprise events
- Workshops and presentations
- Employer talks
- Curriculum lessons
- Workplace visits
- College visits
- Supported internship presentations
- Transition events
- Parent and carer information sessions
- Work experience placements
- Virtual encounters and webinars

All encounters are designed to be meaningful, age-appropriate and accessible for pupils with SEND.

6. Provider Access Opportunities by Year Group

The table below outlines the planned opportunities for providers to engage with pupils. Activities may vary to reflect pupil need, curriculum priorities and provider availability.

Year Group	Planned Provider Access Opportunities
Year 8	Careers awareness sessions, employer talks, enterprise activities, introductory technical education and apprenticeship presentations
Year 9	Further education presentations, vocational pathway sessions, employer encounters and transition planning activities
Year 10	Careers fairs, vocational learning opportunities, employer visits, apprenticeship presentations and work-related learning
Year 11	College visits, post-16 transition events, technical qualification providers, apprenticeship and supported internship presentations
Year 12	Employer encounters, apprenticeship providers, further education providers, supported internship providers and independent living opportunities
Year 13	Post-19 transition events, employment providers, apprenticeship providers, supported internship providers and preparation for adulthood activities

Additional provider encounters may be arranged throughout the academic year to support pupils' aspirations, destinations and transition planning.

7. Equality and SEND

Churchill Park Academy is committed to ensuring that all pupils can access careers education and provider encounters regardless of their individual needs.

Reasonable adjustments may include:

- Accessible presentation materials
- Visual supports
- Small group sessions
- Communication aids
- Differentiated activities
- Additional staffing support
- Personalised transition planning

All pupils will receive equitable access to careers information and opportunities.

8. Provider Access Requests

Providers wishing to request access to pupils should contact:

Iwona Harrison
Careers Leader
Churchill Park Academy
Winston Churchill Drive
Fairstead
King's Lynn
Norfolk
PE30 4RP

Telephone: 01553 763679
Email: iharrison@cpa.unity-ed.uk

Requests should include:

- Name of organisation
- Contact details
- Intended audience or year group
- Purpose of the session
- Preferred date and time
- Duration
- Resources or facilities required

9. Granting Requests

All requests will be considered fairly and in accordance with:

- The school's careers programme
- Curriculum plans
- Timetabling considerations
- Availability of facilities
- Safeguarding requirements
- Suitability for SEND learners
- Relevance to pupils' aspirations and destinations

The school aims to respond to requests within 10 working days.

10. Grounds for Refusing Requests

The academy welcomes requests from providers but reserves the right to refuse access where:

- The request does not support the aims of the school's careers programme.
- The proposed activity is not appropriate for the age, ability or needs of the pupils.
- The provider cannot meet safeguarding, health and safety or visitor requirements.
- The request would cause unreasonable disruption to teaching, learning, examinations or assessments.
- Suitable facilities, staffing or supervision are unavailable.
- The provider has recently had access to the same cohort and the proposed activity would not provide additional benefit to pupils.
- The information provided is not impartial or does not comply with relevant legislation and statutory guidance.

Where a request is declined, the academy will provide a reason and, where appropriate, seek to identify an alternative opportunity for engagement.

11. Facilities for Providers

The school can provide access to suitable facilities, including:

- Assembly spaces
- Classrooms
- Meeting rooms
- ICT equipment
- Interactive screens
- Audio-visual equipment
- Outdoor learning environments

Providers may distribute information and resources where appropriate. All visitors must comply with the school's safeguarding procedures and visitor protocols.

12. Careers Programme

Details of the academy's Careers Programme are published on the academy website and can be accessed here:

Careers-Education-Work-Experience-Volunteering-and-Enterprise-at-CPA-1.pdf

The Careers Programme outlines careers education activities, employer encounters, work-related learning opportunities, provider encounters and transition support available to pupils from Years 8 to 13.

The academy's careers programme is reviewed annually and is designed to meet the Gatsby Benchmarks and the requirements of the statutory careers guidance.

13. Parental Involvement

Parents and carers play a vital role in supporting successful transitions into adulthood. The school will:

- Share information about provider events and opportunities.
- Invite families to careers-related activities.
- Support participation in transition planning meetings.
- Promote post-16 and post-19 pathways.
- Provide access to careers information and guidance.

14. Monitoring and Review

The effectiveness of this policy and provider encounters will be monitored through:

- Pupil voice
- Parent and carer feedback
- Provider feedback
- Destination data
- Careers programme evaluation
- Gatsby Benchmark assessments

This policy will be reviewed annually to ensure compliance with current legislation and best practice.

15. Complaints

Any complaints relating to provider access should be directed to the Headteacher in the first instance and will be managed through the school's published complaints procedure.

Providers may also contact the Careers & Enterprise Company or the Department for Education where statutory requirements are believed not to have been met.