



QUEENSBURY
ACADEMY

Queensbury Academy

TRANSFORMING LIVES, TRANSFORMING COMMUNITIES

ACCESS POLICY

PUBLISHED:	Website		Pre-admission documentation		Student/Parent Planners		On-request	v
-------------------	---------	--	-----------------------------	--	-------------------------	--	------------	---

Contents

1. Introduction	1
2. Pupil entitlement	1
3. Management of provider access requests.....	1
4. Opportunities for access	1
5. Premises and facilities.....	2
6. Approval and review	Error! Bookmark not defined.

1. Introduction

1.1 This policy statement sets out the school's arrangements for managing the access of providers to pupils at the school for the purpose of giving them information about the provider's education or training offer. This complies with the school's legal obligations under Section 42B of the Education Act 1997.

2. Pupil entitlement

2.1 All pupils in years 8-13 are entitled:

2.1.1 to find out about technical education qualifications and apprenticeships opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point;

2.1.2 to hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options events, assemblies and group discussions and taster events;

2.1.3 to understand how to make applications for the full range of academic and technical courses.

3. Management of provider access requests

3.1 Providers wishing to request access should contact:

Laura Wright (CEIAG Officer) or Lee Grant (Careers Adviser)

Telephone: 01274 882214

Email: laura.wright@qbury.com or lee.grant@prospects.co.uk

4. Opportunities for access

4.1 A number of events, integrated into the school careers programme, will offer providers an opportunity to come into school to speak to pupils and/or their parents/carers:

	Autumn Term	Spring Term	Summer Term
Year 7	Transition days for new students Careers Drop down day (year 7)	Life Skills - Assemblies and tutor group opportunities	Life Skills - Assemblies and tutor group opportunities
Year 8	Life Skills - Assemblies and tutor group opportunities	Life Skills - Assemblies and tutor group opportunities	Life Skills - Assemblies and tutor group opportunities Careers Drop down Day (year 8)
Year 9	Life Skills - Assemblies and tutor group opportunities	KS4 Options Event KS4 Options Event for Parents Life Skills- assemblies and tutor group opportunities	

		Careers Drop down day (year 9)	
Year 10	Life skills - Assemblies and tutor group opportunities	Life Skills - Assemblies and tutor group opportunities	Work Experience- Life Skills College @ Employer Visits/ taster sessions Careers Drop down day (year 10) Life Skills – Work Experience Preparation Sessions
Year 11	Year 11 Post 16 Parents Event (at parents Evening) Life skills - Assemblies and tutor group opportunities Careers Drop down day (year 11)	Interview preparation day Application week/ Apprenticeship week Life skills - Assemblies and tutor group opportunities	
Year 13	Workshops – HE and Higher Apprenticeship Applications		

4.2 Please speak to our Careers Leader to identify the most suitable opportunity for you.

5. Premises and facilities

5.1 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 all be discussed and agreed in advance of the visit with the Careers Leader or a member of their team. Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Careers Library, which is managed by the school librarian and careers lead. The Library is available to all students at lunch and break times as well as after school.