

HORIZONS EDUCATION TRUST

Provider Access Legislation Policy
 (Prestley Wood Academy)

January 2026

POLICY ISSUE CONTROL

POLICY TYPE:	Statutory
OWNER:	Director of Education
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APPROVED BY:	CEO
TRUST BOARD APPROVAL:	TLW
RELEASE DATE:	February 2026
REVIEW:	January 2027 - or earlier if there is any new local or national guidance, changes in process, or legislation.

Document Control	
January 2026	New policy template created.

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1.0 INTRODUCTION

- 1.1 Academies are required to ensure that there is an opportunity for a range of education and training providers to access pupils in years 8 to 14 for the purposes of informing them about approved technical education, qualifications of apprenticeships.
- 1.2 Academies must also have a policy statement that outlines the circumstances in which education and training providers will be given access to these pupils.
- 1.3 This is outlined in section 42B of the [Education Act 1997](#).
- 1.4 This policy shows how our academies complies with these requirements.

2.0 POLICY STATEMENT

- 2.1 All pupils in years 8 to 14 at Prestley Wood Academy are entitled to:
 - Find out about technical education qualifications and apprenticeship opportunities as part of our careers programme, which provides information on the full range of education and training options available at each transition point
 - Hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships
 - Understand how to make applications for the full range of academic and technical courses.

3.0 POLICY SCOPE

- 3.1 This policy is for all staff, pupils, parents and carers, members of the local governing board, visitors and partner agencies working with the academy.

4.0 POLICY AIMS & OBJECTIVES

- 4.1 This policy statement aims to set out our academy's arrangements for managing the access of education and training providers to pupils for the purpose of giving them information about their offer. It sets out:
 - Procedures in relation to requests for access
 - The grounds for granting and refusing requests for access
 - Details of premises or facilities to be provided to a person who is given access

5.0 ROLES & RESPONSIBILITIES

5.1 The role of the Board of Trustees:

- Holding the headteachers and executive leadership to account
- Ratifying policy
- Monitoring the implementation of policy
- Auditing data and measuring progress
- Monitoring, evaluating and reviewing

5.2 The role of the headteacher and leadership team:

- Integrating CEIAG into Academy Development Plans
- Developing and reviewing CEIAG curriculums
- Assessing progress against the Gatsby Benchmarks
- Monitoring the implementation of policy into practice
- Monitoring the impact of external providers

5.3 The role of teachers and support staff:

- Planning and assessment of teaching and learning in CEIAG
- Providing a range of learning experiences for pupils to understand the world of work and participation in society
- Assessing pupils' progress towards outcomes in EHCP's
- Ensuring pupils are ready for their next stage in education, training or employment
- Support parent/ carers in accessing events

5.4 The role of parents/carers:

- Working together to understand education and careers progression
- Offering support for their child to attend interviews at College and work based placements
- Attending parent evenings and webinars

5.5 The role of others:

- Working in collaboration to improve outcomes for pupils
- Offering challenge and support

6.0 The role of CCC / Horizons Education Trust

6.1 Throughout the year the academy will commission and use training and support delivered from both CCC and Horizons Education Trust.

7.0 APPROACH

The management of provider access requests is detailed below:

7.1 Procedure

7.1.2 External providers will need to confirm in writing that they follow the most up to date guidance in Keeping Children safe in Education.

7.1.3 External Providers will meet with school leaders and careers leads to understand the context of the academy and plan for the meeting with pupils.

7.1.4 A provider wishing to request access, should contact site leadership. Our academy contact details are on our website.

7.2 Opportunities for access

7.2.1 Several events, integrated into our careers programme, will offer providers an opportunity to come into school to speak to pupils and/or their parents/carers, for example:

- Opportunity for guest speakers & workshops
- Opportunity for trips linked to career pathways
- Enterprise Days
- Life Skills Work

7.2.2 Prestley Wood Academy is supported by a Cambridgeshire County Council (CCC) Additional Needs Pathway Advisor (ANPA) for pupils' personal careers and guidance appointments.

7.2.3 Curriculum Table

	AUTUMN TERM
YEAR 8	Career related learning within the curriculum - Raising aspirations Moving On event for pupils, parents/carers Assembly and class group opportunities - employability skills
	AUTUMN TERM
YEAR 9	Assembly and class group opportunities - employability skills World of work careers sessions with external representatives Career related learning within the curriculum - Raising aspirations Career related learning within the curriculum - - employability skills Moving On event for pupils, parents/carers
YEAR 10	Preparation for work through curriculum Career related learning within the curriculum -Enterprise In the local community Additional Need Pathway Advisor career focussed sessions Careers Information Evenings for parents/carers (Moving On event) Career related learning within the curriculum - - ASDAN accredited employability skills Duke of Edinburgh Bronze Award first year- Employability option Careers workshop as part of Careers Week
YEAR 11	Career related learning within the curriculum - - ASDAN accredited employability skills Duke of Edinburgh Bronze Award second year completion- Employability option Careers Information Evenings for parents/carers (Moving On event) Additional Need Pathway Advisor career sessions Work Experience

	<p>Career related learning within the curriculum -Enterprise In the local community</p> <p>Careers workshop as part of Careers Week</p> <p>Post-16 taster sessions</p> <p>College Open Day Events</p>
YEAR 12	<p>Preparation for work through curriculum and accreditations</p> <p>Careers guidance/lessons through weekly college link visits</p> <p>ANPA visits to focus on CV and application writing for college (s)</p> <p>Work Experience</p>
YEAR 13 & 14	<p>Preparation for work through curriculum and accreditations</p> <p>Careers guidance through weekly college link</p> <p>College open/taster day sessions</p> <p>ANPA visits to focus on CV and application writing for college (s)</p> <p>Work Experience</p>

7.2.4 Please speak to the senior leadership team to team to identify the most suitable opportunity for you.

7.3 Granting & refusing access

7.3.1 Prestley Wood Academy takes safeguarding seriously, and visitors to our academy must adhere to our [Safeguarding & Child Protection Policy](#). This policy sets out how we will check and verify your identity and the suitability of the visit proposed. The policy can be found on our website.

7.4 Granting Access

- Planned and agreed with academy staff
- Parents/carers agree to their child working with other agencies

7.5 Refusing Access

- Student(s) are sitting an exam
- Student(s) is/are experiencing emotional dysregulation, anxiety or other associated SEND need
- Parent has not agreed to their child working with other agencies

7.6 Safeguarding

7.6.1 All visitors to the academy must sign in as directed.

7.6.2 Our [Safeguarding & Child Protection Policy](#) outlines the academy's procedure for checking the identity and suitability of visitors.

7.6.3 Education and training providers will be expected to adhere to this policy.

7.7 Premises & facilities

- 7.7.1 The academy will make the hall, classrooms or private meeting rooms available for discussions between the provider and pupils, as appropriate to the activity.
- 7.7.2 The academy will also make available, within reason, audio, visual and other specialist equipment to support provider presentations. This will be discussed and agreed in advance of their visit with the deputy headteacher or a member of their team.
- 7.7.3 Providers are welcome to leave a copy of their prospectus or other relevant materials in the reception area for pupils and parents.