

HORIZONS EDUCATION TRUST

Provider Access Legislation Policy
Spring Common Academy
January 2026

POLICY ISSUE CONTROL

POLICY TYPE:	Statutory
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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 13 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 13 at Spring Common Academy (SCA) 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 careers leads to understand the context of the academy and plan for 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
- Planned work experience
 - Planned experience of work in school
 - Opportunity to attend the annual Moving On event
- Life Skills Work

7.2.2 SCA commissions a Cambridgeshire County Council (CCC) Independent Careers Advisor for pupils' personal careers and guidance appointments.

7.2.3 Curriculum Table

YEAR 8	Career related learning within the curriculum - Raising aspirations Moving On event for pupils, parents/carers
YEAR 9	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	Career related learning within the curriculum - Raising aspirations Career related learning within the curriculum - - employability skills Moving On event for pupils, parents/carers Preparation for work through curriculum
YEAR 11	Career related learning within the curriculum - Raising aspirations Career related learning within the curriculum - employability skills Moving On event for pupils, parents/carers Preparation for work through curriculum Work Experience
YEAR 12	Career related learning within the curriculum - Raising aspirations Career related learning within the curriculum - employability skills Moving On event for pupils, parents/carers Preparation for work through curriculum

	Work Experience
YEAR 13	Career related learning within the curriculum - Raising aspirations Career related learning within the curriculum - employability skills Moving On event for pupils, parents/carers Preparation for work through curriculum Work Experience

7.2.4 Please speak to site SLT teams to identify the most suitable opportunity for you.

7.3 Granting & refusing access

7.3.1 SCA 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 sitting an exam
- Student experiencing emotional dysregulation, anxiety or other associated SEMH need
- Parent has not agreed to their child working with other agencies

7.6 Safeguarding

7.6.1 All visitors to the school 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 a member of the school team with delegated responsibility for organising the visit.

7.7.3 Providers are welcome to leave a copy of their prospectus or other relevant materials in the main reception for pupils and parents.