

<b>Policy Statement on Provider Access</b>			
<b>Current Status:</b>	Operational	<b>Last Review:</b>	
<b>Policy Owner:</b>	Group Director of Careers, Opportunities and Progression	<b>Next Review:</b>	September 2026
<b>Roles Responsible for Review:</b>		<b>Originated:</b>	April 2023
<b>Approved by:</b>	SET Curriculum	<b>Committee:</b>	Educational Excellence Committee
<b>Type of Policy:</b>	Staff / Students	<b>Quality Assured by:</b>	

## 1. Eastern Education Group Provider Access Policy

1.1 This policy applies to all staff and any other personnel associated with Eastern Education Group (EEG), which includes:

- Abbeygate Sixth Form College
- Chalk Hill
- Duke of Lancaster School
- Exning Primary School
- Stanton Primary School
- One Sixth Form College
- Priory School
- Stone Lodge Academy
- Sunrise Academy
- West Suffolk College (including all PPL centres)

1.2 **Introduction**

This policy statement sets out the EEG arrangements for managing the access of providers to EEG members 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.

1.3 **Student / Children Entitlement**

All children / students in years 8 to 13 are entitled:

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

For children of compulsory school age these encounters are mandatory and there will be a minimum of two encounters for children during the 'first key phase' (year 8 to 9) and two encounters for children during the 'second key phase' (year 10 to 11). **For students in the 'third key phase' (year 12 to 13), particularly those that have not yet decided on their next steps, there are two more provider encounters available during this period, which are optional for students to attend.**

## 2. Management of provider access requests

2.1 A provider wishing to request access should contact Nadine Payne, Group Director of Careers, Opportunities and Progression at [nadine.payne@easterneducationgroup.ac.uk](mailto:nadine.payne@easterneducationgroup.ac.uk)

## 3. Opportunities for Access

3.1 EEG offer a range of encounters integrated into the careers programme. We will offer providers an opportunity to come into EEG to speak to children / students or their parents or carers.

3.2 Please speak to our Director of Careers, Opportunities and Progression to identify the most suitable opportunities available.

## 4. Premises and facilities

4.1 EEG will make facilities available for discussions between the provider and children / students, as appropriate to the activity. EEG will also make available ICT and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Group Director of Careers, Opportunities and Progression or a member of their team.

4.2 Meaningful online engagement is also an option, and we are open to providers that are able to provide live online engagement with our children / students.

4.3 Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Careers Hubs and Learning Resource Centres which are always available to all children / students.

## 5. Complaints

Any complaints with regards to provider access can be raised following EEG complaints procedure or directly with The Careers & Enterprise Company via [provideraccess@careersandenterprise.co.uk](mailto:provideraccess@careersandenterprise.co.uk)

## Revision History – Policy Statement on Provider Access

Revision Date	Reason for Revisions	Section Number	Changes made

30 Sept 2024	Change in management	2&3	Change of manager
9 Dec 2025	Addition of school	1	Addition of school