



The Burgess Hill Academy

Provider Access Policy

2026-27

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Ratified by:	TBHA LGB	Date:	September 2026
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1. Purpose

This policy statement sets out The Burgess Hill Academy's arrangements for giving providers of technical education and apprenticeships access to students in Years 8 to 11.

It explains:

- the statutory provider encounters students are entitled to receive;
- how providers can request access;
- how requests will be considered;
- the premises and facilities that may be made available;
- the academy's safeguarding and supervision arrangements.

2. Legal and statutory framework

This policy has regard to:

- section 42B of the Education Act 1997;
- the Skills and Post-16 Education Act 2022;
- the Department for Education's statutory guidance, Careers guidance and access for education and training providers, updated in June 2026;
- the academy's duty to provide impartial careers guidance;
- the provider access legislation.

The academy must provide opportunities for a range of providers of technical education and apprenticeships to speak directly to students about their education and training offer.

3. Student entitlement

All students in Years 8 to 11 are entitled to:

- find out about technical education qualifications and apprenticeship opportunities;
- hear directly from a range of education and training providers;
- understand the courses, qualifications and apprenticeships available;
- learn what careers and progression routes these options may lead to;
- understand what learning and training with a provider is like;
- ask questions and take part in two-way discussion;
- receive information about how to apply for academic, technical and apprenticeship routes;
- reflect on what they have learned following each encounter.

Provider encounters form part of the academy's wider careers programme and will be delivered impartially. No academic, technical, vocational or apprenticeship route will be promoted unfairly over another.

4. Statutory provider encounters

The Burgess Hill Academy is an 11-16 academy. It is therefore responsible for four of the six statutory provider encounters required across Years 8 to 13.



Key phase	Year groups	Minimum entitlement	Timing
First key phase	Years 8 and 9	Two encounters involving different providers	At any point in Year 8 and by 28 February in Year 9
Second key phase	Years 10 and 11	Two encounters involving different providers	At any point in Year 10 and by 28 February in Year 11

All students in the relevant year group must be able to attend each mandatory encounter. The encounter must take place during the standard academy day and for a reasonable period of time.

5. Meaningful provider encounters

A meaningful provider encounter will:

- have a clear purpose and defined learning outcomes;
- be appropriate to the age and needs of the students;
- involve two-way interaction between students and the provider;
- enable students to explore what it is like to learn, train and progress with the provider;
- include information about the provider and the approved technical qualifications or apprenticeships offered;
- explain the provider's recruitment and selection process;
- explain what careers and progression routes the qualifications or apprenticeships may lead to;
- describe what learning or training with the provider is like;
- give students the opportunity to ask questions;
- be followed by an opportunity for students to reflect on what they have learned.

Where reasonably practicable, encounters should involve both provider staff and current learners, apprentices or trainees.

6. Management of provider access requests

6.1 Contact

A provider wishing to request access should contact:

Linda Dorgan
Careers Leader
Email: l.dorgan@theburgesshillacademy.org.uk

6.2 Information required

The request should include:

- the name and contact details of the provider;
- the proposed date and duration of the encounter;
- the year group or groups to be involved;
- the qualifications, technical education or apprenticeships to be covered;



- the intended learning outcomes;
- the proposed format and staffing;
- any premises, technology or equipment required;
- any accessibility requirements;
- details of any materials the provider wishes to distribute.

6.3 Notice

Providers should normally make requests at least six academy weeks before the proposed date. The academy may consider requests made with less notice where this can be accommodated.

7. Opportunities for access

Provider access may be arranged through activities already included within the academy's careers programme, including:

- assemblies;
- Personal Development lessons;
- tutor-time activities;
- Guided Choices and options events;
- the Year 11 post-16 information event;
- provider workshops and taster sessions;
- apprenticeship and technical-education events;
- careers fairs and employer events;
- small-group or individual guidance sessions;
- live online encounters where appropriate.

The exact annual programme may change in response to student need, provider availability and the academy calendar. The academy will ensure that the four mandatory encounters for Years 8 to 11 are completed.

8. Live online encounters

The academy may agree a live online provider encounter where it enables meaningful two-way interaction and meets the requirements of the statutory guidance.

Online encounters will be subject to:

- advance technology checks;
- appropriate staff supervision;
- academy safeguarding and online-safety arrangements;
- accessibility for all relevant students;
- a clear opportunity for students to ask questions;
- reflection or follow-up after the encounter.

Pre-recorded videos or information sent to students may complement an encounter but will not, by themselves, count as a mandatory provider encounter.



9. Considering requests

The academy will make every reasonable effort to provide fair access to a range of technical education and apprenticeship providers.

Requests will be considered according to:

- the statutory entitlement of students;
- the quality and relevance of the proposed encounter;
- whether the content is impartial, accurate and age appropriate;
- the proposed learning outcomes;
- the needs of the relevant students;
- the academy calendar and curriculum commitments;
- available staffing, rooms and facilities;
- safeguarding and health-and-safety requirements;
- whether similar provision has already been arranged;
- whether the request allows sufficient planning time.

A request will not be refused solely because the provider offers a route that differs from those commonly chosen by students or from provision offered by local sixth forms or colleges.

10. Reasons access may be declined or rearranged

Access may be declined, limited or rearranged where:

- the proposed content does not relate to approved technical education qualifications or apprenticeships;
- the encounter would not be impartial, accurate or age appropriate;
- the activity does not provide meaningful two-way interaction;
- the request conflicts with examinations, statutory assessment, safeguarding requirements or significant academy events;
- appropriate supervision, rooms or facilities are not available;
- the provider does not comply with academy safeguarding, visitor, health-and-safety or conduct requirements;
- the request duplicates an encounter already secured and another provider would offer students a broader range of information;
- the provider has not supplied sufficient information to allow the request to be assessed.

Where a request cannot be accommodated as proposed, the Careers Leader will seek to identify a reasonable alternative date, format or event where possible.

11. Safeguarding and supervision

All provider visits and encounters will follow the academy's Safeguarding and Child Protection Policy, visitor procedures and health-and-safety arrangements.

Providers must:

- report to reception on arrival;
- provide appropriate identification;
- sign in and wear the visitor identification provided;
- follow academy instructions and codes of conduct;



- avoid photographing, filming or recording students unless this has been expressly authorised;
- report any safeguarding concern immediately to an academy member of staff.

Any visitor who does not have an appropriate DBS check will be supervised at all times while on the academy site.

Providers will not normally be left in sole charge of students. The academy retains responsibility for student supervision and safeguarding throughout each encounter.

12. Premises and facilities

Subject to availability and the nature of the activity, the academy may provide:

- the main hall;
- classrooms;
- meeting rooms;
- presentation equipment;
- internet access or audiovisual equipment;
- display space;
- reasonable adjustments required for accessibility.

Facilities and equipment must be agreed in advance with the Careers Leader. Providers are responsible for supplying any specialist equipment unless another arrangement has been confirmed.

Providers may supply prospectuses, application information or other appropriate materials. Materials must be accurate, suitable for the relevant age group and agreed with the Careers Leader before distribution.

13. Equality, SEND and accessibility

Provider encounters must be accessible to all students in the relevant cohort, including students with SEND, disabled students, disadvantaged students and students attending alternative provision.

The academy and provider will agree any necessary arrangements, which may include:

- accessible formats;
- adjusted presentation methods;
- additional adult support;
- accessible rooms or online access;
- pre-teaching or follow-up support;
- smaller-group provision where this complements, rather than replaces, the statutory encounter.

Students will not be excluded from a mandatory provider encounter because of attainment, behaviour, SEND, disability or intended destination.

14. Working with parents and carers

The academy will provide parents and carers with access to impartial information about academic, technical, vocational and apprenticeship routes.

Parents and carers may be invited to relevant provider events and can contact the Careers Leader for further information.



15. Links with the careers programme

This policy should be read alongside the academy's Careers Education, Information, Advice and Guidance Policy.

Provider encounters will be planned as part of the academy's progressive careers programme and recorded so that leaders can check that each year group has received its statutory entitlement.

16. Complaints

A provider with a concern about access should raise the matter with the Careers Leader in the first instance.

If the matter is not resolved, the provider may use the Sussex Learning Trust Concerns and Complaints Policy.

Providers may also seek advice from the Careers and Enterprise Company where they believe the academy has not met the provider access legislation.

17. Monitoring and review

The Careers Leader will maintain records of:

- provider requests and the academy's response;
- mandatory encounters completed;
- providers and routes represented;
- student participation;
- student and provider feedback;
- any gaps or barriers affecting access.

The Vice Principal responsible for Inclusion and Personal Development will monitor implementation and report assurance to the Headteacher and Local Governing Body.

This policy will be reviewed annually and sooner if legislation, statutory guidance or academy arrangements change.

18. Related policies

- Careers Education, Information, Advice and Guidance Policy;
- Safeguarding and Child Protection Policy;
- Curriculum Policy;
- SEND Policy and SEND Information Report;
- Equality Information and Objectives;
- Educational Visits Policy;
- Online Safety Policy;
- Concerns and Complaints Policy.



Document Version Control

Date	Version	Comment	Ratified by	Reviewer
September 2026	v1		TBHA LGB	Headteacher