



WIGSTON ACADEMIES TRUST

PROVIDER ACCESS POLICY STATEMENT

Academic Year 2026–2027

DATE APPROVED:	5 th October 2026
APPROVED BY:	Board of Trustees
REVIEW FREQUENCY:	Annually
DATE FOR REVIEW:	October 2027

Signed by Chair of Trustees:

A handwritten signature in black ink, appearing to be 'M. M. M.', is written over a faint, larger signature.

Date: 5th October 2026

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1. Introduction and purpose

This policy statement sets out the arrangements used by Wigston Academies Trust to manage access for providers of technical education and apprenticeships who wish to speak to students at Wigston Academy and Wigston College. It applies to students in Years 8 to 13.

The Trust is committed to ensuring that students receive high-quality and impartial careers education, information, advice and guidance (CEIAG), including clear information about the full range of academic, technical, vocational and apprenticeship pathways available at key transition points.

2. Legal and statutory framework

This policy has been developed in accordance with Section 42B of the Education Act 1997, as amended, and the Department for Education's statutory guidance, Careers guidance and access for education and training providers. It also reflects the Careers & Enterprise Company's guidance on Provider Access Legislation.

The Trust will publish this statement on its website and review it annually. The Careers Lead will lead the review and the statement will be agreed by the Board of Trustees.

3. Student entitlement

Students in Years 8 to 13 are entitled to opportunities to:

- find out about technical education qualifications and apprenticeship opportunities as part of the Trust's careers programme;
- hear from a range of local and national education and training providers about the opportunities they offer;
- understand the full range of academic, technical and vocational pathways available at key transition points;
- understand how to apply for education, training and apprenticeship opportunities; and
- ask questions and receive impartial information that supports informed decision-making.

4. Statutory provider encounters

Wigston Academies Trust will meet the legal requirement to provide at least six encounters with providers of technical education or apprenticeships across Years 8 to 13. These encounters will be planned through the annual careers programme and will take place for a reasonable period during the standard school or college day.

Phase	Minimum requirement	Attendance
Years 8–9	Two encounters	Mandatory for all students
Years 10–11	Two encounters	Mandatory for all students
Years 12–13	Two encounters	The Trust must provide them; attendance is optional for students

Each statutory encounter will provide information about the provider, the approved technical education qualifications or apprenticeships offered, the careers these may lead to, what learning or training with the provider is like, and an opportunity for students to ask questions.

5. Management of provider access requests

Providers wishing to request access to students should contact:

Mr H Mansoor, Assistant Headteacher and Careers Lead

Email: careers@wigstonmat.org

Telephone: 0116 288 1611

Requests should normally be made at least six weeks in advance. The Trust may consider requests made with less notice where this is practicable and where the opportunity is considered beneficial to students.

A request should, where possible, include:

- the name and organisation of the provider;
- the proposed date, time and duration;
- the year group(s) or student group targeted;
- the intended content and learning outcomes;
- any facilities or equipment required; and
- details of any resources or literature the provider wishes to distribute.

6. Opportunities for access

A range of activities within the Academy and College careers programmes may provide opportunities for providers to engage with students. These may include:

- assemblies;
- tutor, personal development or Life Skills sessions;
- careers fairs and information events;
- curriculum lessons and subject-based careers activities;
- workshops and small-group sessions;
- employer and provider encounters;
- workplace and progression events; and
- live or virtual sessions.

The Careers Lead will work with providers to identify the most appropriate opportunity, taking account of the relevant year group, students' needs, the annual careers programme and the Academy or College calendar.

7. Grounds for granting or refusing requests

Requests will be considered fairly. Access will normally be granted where the activity:

- supports the aims and planned outcomes of the careers programme;
- is appropriate to the age, needs and stage of the students involved;
- provides accurate and impartial information;
- contributes meaningfully to students' understanding of technical education or apprenticeships; and
- can be accommodated safely within the Academy or College calendar and available facilities.

A request may be refused or an alternative date or format offered where:

- there is a clash with examinations, PPEs, major events or other significant curriculum commitments;
- insufficient notice has been provided;
- the proposed content is unsuitable, inaccurate, overly promotional or does not meet students' needs;
- substantially similar provision has recently been delivered and unnecessary duplication would result;
- appropriate accommodation, staffing or facilities are not available; or
- safeguarding, health and safety or other Trust requirements cannot be met.

Where a request cannot be accommodated, the Trust will, where practicable, discuss an alternative date, student group or method of delivery with the provider.

8. Premises, facilities and provider materials

Subject to availability and the nature of the activity, the Trust may provide access to classrooms, halls, meeting spaces, presentation equipment, internet access and appropriate online platforms.

Arrangements will be agreed in advance with the Careers Lead or a nominated member of staff.

Providers may leave prospectuses, course literature or appropriate digital resources for students, subject to prior approval by the Careers Lead. Materials should be accurate, age-appropriate and relevant to the education or training opportunities being promoted.

9. Safeguarding

All providers and visitors must follow the Trust's safeguarding and visitor procedures. Visitors must report to reception, sign in, wear the required identification and follow staff instructions while on site. Providers will normally be supervised by an appropriate member of staff unless alternative arrangements have been agreed in accordance with the Trust's safeguarding procedures.

10. Equality and inclusion

The Trust is committed to ensuring that provider encounters are inclusive and accessible. Opportunities will be planned so that students are not disadvantaged because of protected characteristics, SEND, disadvantage or other individual circumstances. Reasonable adjustments and additional support will be considered where required.

Providers are expected to promote equality of opportunity and avoid stereotypes or assumptions about the pathways suitable for particular groups of students.

11. Parents and carers

The Trust recognises the important role of parents and carers in supporting young people's decisions about education, training and employment. Where appropriate, providers may be invited to contribute to information events or provide resources that can be shared with parents and carers. Encounters held outside the standard school day may complement the careers programme but do not replace the statutory provider encounters.

12. Complaints

Any concerns about provider access should initially be raised with the Careers Lead. If the matter cannot be resolved, it will be referred to the Headteacher or Chief Executive Officer as appropriate.

13. Monitoring and review

The Careers Lead will monitor the delivery and effectiveness of provider encounters as part of the wider evaluation of the careers programme. This may include student and stakeholder feedback, participation records, Compass/Compass+ review and consideration of intended and sustained destinations.

This Provider Access Policy Statement will be reviewed annually to ensure that it remains current, reflects statutory guidance and continues to meet the needs of students at Wigston Academy and Wigston College.

14. Links with other policies

This policy should be read alongside the Trust's:

- Careers programme and careers information published on the Trust website;
- Child Protection and Safeguarding Policy;
- Visitor procedures;
- Equality and SEND policies;
- Health and Safety Policy; and

Contact: careers@wigstonmat.org | 0116 288 1611