

# The 3-18 Education Trust

## Provider Access Policy Statement

*‘Every individual is in a great school.’*

Approved: **Spring Term 2026**  
Review: **Spring Term 2027**

[www.3-18education.co.uk](http://www.3-18education.co.uk)



## **Our Mission**

To celebrate the diverse nature, culture and identity of our individual schools, whilst collaborating and enjoying the benefit of the team.

## **Our Values**

### **Compassionate**

To show care and understanding towards others.

### **Accomplished**

To provide high quality education and training for all.

### **Resilient**

To be solution focused and able to intelligently manage challenges.

### **The 3-18 Education Trust**

101 Longden Road

Shrewsbury

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Company Number: 08064698

## Policy Monitoring and Review

### Monitoring

The Trust's arrangements for managing the access of education and training providers to pupils are monitored by Claire Jones

This policy will be reviewed by Claire Jones, Deputy CEO, annually and approved by the board of trustees at every review.

### Review

Member of Staff Responsible	Chief Executive Officer
Relevant Guidance/Advice/Legal Reference	
Policy Adopted By	Board of Trustees
Date of Policy	Spring Term 2026
Review Period	Annually
Date of Next Review	Spring Term 2027

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## 1. Aims

1.1. At The 3-18 Education Trust (the Trust), we aim to provide all pupils from year 8 to 13 with meaningful opportunities to explore a wide range of future options.

1.2. This policy statement aims to set out the 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

1.3. The trust aims to:

- Develop knowledge and awareness among our pupils of all career pathways available to them, including technical qualifications and apprenticeships
- Support pupils in learning more about opportunities for education and training outside of school, before they make crucial choices about their future options
- Reduce drop-out from courses and avoid the risk of pupils becoming NEET (not in education, employment or training)
- The requirements and entitlements in section 2 apply to every secondary school in the trust. Sections 3, 4, 5, 6 and 7 set out the details for the named school adopting the policy.

## 2. Statutory requirements

2.1. Schools are required to ensure that there is an opportunity for a range of education and training providers to access students in years 8 to 13 for the purposes of informing them about approved technical education, qualifications or apprenticeships.

2.2. Schools must provide a minimum of 6 encounters with technical education or training providers to all pupils in years 8 to 13 (see more detail in section 2.1 below).

2.3. Schools must also have a policy statement that outlines the circumstances in which education and training providers will be given access to these pupils.

2.4. This is outlined in:

- Section 42B of the [Education Act 1997](#)
- [Education and Skills Act 2008](#)
- [The School Information \(England\) Regulations 2008](#)
- The [Skills and Post-16 Education Act 2022](#)
- Guidance from the Department for Education (DfE) on [careers guidance and access for education and training providers](#).

2.5. This policy shows how the trust complies with these requirements across our schools.

## 3. Pupil entitlement

3.1. All pupils in years 8 to 13 at Thomas Adams are entitled to:

- Find out about further education training, 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, e.g. through activities and events such as careers fairs, assemblies and taster events
- Understand how to make applications for the full range of academic and technical courses
- Have a minimum of 6 encounters with providers

3.2. These encounters must happen for a reasonable period of time during the standard school day.

3.3. As a school we can provide complementary experiences but encounters outside of school hours won't count towards these requirements.

3.4. Students may have the opportunity to attend a number of different events depending on availability, including taught sessions held by employers including the army.

3.5. and promoted to allow all pupils to access information about other providers of further education and apprenticeships. We are committed to encouraging all pupils to make decisions about their future based on impartial information.

### **Pupils in year 8 and 9**

3.6. All pupils in these year groups are offered:

- 6 encounters with education and training providers
- All pupils must attend
- Encounters can take place any time during year 8, and between 1 September and 28 February during year 9

### **Pupils in year 10 and 11**

3.7. All pupils in these year groups are offered, as a minimum:

- 2 encounters with education and training providers
- All pupils must attend
- Encounters can take place any time during year 10, and between 1 September and 28 February during year 11

### **Pupils in year 12 and 13**

3.8. All pupils in these year groups are offered, as a minimum:

- 2 encounters with education and training providers
- Pupils can choose to attend
- Encounters can take place any time during year 12, and between 1 September and 28 February during year 13

### **Meaningful encounters with providers**

3.9. Our school is committed to providing meaning encounters for all pupils.

3.10. A meaningful encounter:

- Is where the pupil can explore what it is like to learn, develop and succeed in that environment
- Involves meeting both staff and learners/trainees
- Has a clear purpose
- Is underpinned by learning outcomes that are appropriate to the needs of the pupil
- Involves a 2-way interaction between the pupil and the provider

- Includes information about the provider, such as their recruitment and selection processes, the qualifications that provider offers and the careers these could lead to
- Describes what learning or training with the provider is like
- Is followed by opportunities for the pupil to reflect on the insights, knowledge or skills gained through the encounter

#### 4. Management of provider access requests

##### **Procedure**

4.1. At Thomas Adams a provider wishing to request access should contact the member of staff listed below who is responsible for managing access opportunities to identify the most suitable opportunity.

- A provider wishing to request access should contact James Hargreaves, Assistant Headteacher Personal Development.
- Telephone: 01939237000
- Email: [james.hargreaves@tas.318education.co.uk](mailto:james.hargreaves@tas.318education.co.uk)

##### **Information we ask from providers**

4.2. As a school we ask each provider to provide the following information for our pupils:

- Information about your provision and the approved qualifications or apprenticeships you offer
- Information about what careers those qualifications and apprenticeships can lead to
- What learning or training with you is like
- Answers to any questions from pupils

##### **Opportunities for access**

4.3. At Thomas Adams a number of events, integrated into our careers programme, will offer providers an opportunity to come into school to speak to students and/or their parents/carers:

4.4. The table below shows the opportunities where providers can engage with our students.

	AUTUMN TERM	SPRING TERM	SUMMER TERM
YEAR 7	<p>Organisations may offer to support students in PSHE lessons about aspiration and teamwork.</p> <p>Assemblies focused on challenging stereotypes</p>	<p>National Careers Week Presentations (Business)</p> <p>Assemblies focused on challenging stereotypes in the workplace</p> <p>Assemblies on the importance of Maths and English</p> <p>Careers Fair (Academic, Technical, Business)</p>	<p>Activities Week focused on Employability Skills</p> <p>Assemblies focused on challenging stereotypes</p> <p>Activity Week Enterprise Day</p>
YEAR 8	<p>Assemblies focused on different pathways into work or challenging stereotypes</p>	<p>National Careers Week Presentations (Business)</p> <p>Assemblies focused on challenging stereotypes in the workplace</p> <p>Assemblies on the importance of Maths and English</p> <p>Careers Fair (Academic, Technical, Business)</p>	<p>Activities Week Enterprise Challenge</p>

	AUTUMN TERM	SPRING TERM	SUMMER TERM
YEAR 9	<p>Assemblies focused on Career Pathways (pathways from qualifications in Subjects)</p> <p>PSHE Lesson (Unifrog Options)</p> <p>Assemblies focused on Career Pathways (pathways from qualifications in Subjects)</p>	<p>National Careers Week Presentations (Business / Apprenticeship Pathway)</p> <p>KS4 Options Evenings (focus on pathways to careers)</p> <p>Assemblies focused on Career Pathways (pathways from qualifications in Subjects)</p> <p>Assemblies on the importance of Maths and English</p> <p>PSHE Curriculum Days (Unifrog Options)</p> <p>Careers Fair (Academic, Technical, Business)</p>	<p>Assemblies / Workshops focused on study skills</p> <p>Enterprise Day (PSHE)</p> <p>Activities Week focused on Employability Skills</p>

	AUTUMN TERM	SPRING TERM	SUMMER TERM
YEAR 10	<p>Works Experience Presentation (Students &amp; Parents Evening) – Business Opportunities</p> <p>Assemblies focused on Employability Skills / Works Experience Placements</p> <p>Assemblies / Workshops focused on revision skills</p> <p>Access to Careers adviser with appointments taking place during the 2 years.</p>	<p>National Careers Week Presentation (Apprenticeship Information / University Pathway)</p> <p>Assemblies focused next destinations</p> <p>Targeted Workshops with Vocational / Technical providers</p> <p>Assemblies on the importance of Maths and English</p> <p>PSHE careers related lessons</p> <p>Careers Fair (Academic, Technical, Business)</p>	<p>Targeted Workshops with Vocational / Technical providers</p> <p>National Enterprise Competition (support in delivery)</p> <p>Preparing for Work Experience Assembly</p> <p>Work Experience Week</p> <p>PSHE careers related lessons</p>

	AUTUMN TERM	SPRING TERM	SUMMER TERM
YEAR 11	<p>Assembly Presentations focused on Post 18 opportunities</p> <p>Targeted Workshops with Vocational / Technical providers</p> <p>PSHE Curriculum Days (application &amp; interview technique)</p> <p>Assemblies / Workshops focused on revision skills – revisited</p> <p>Elevate Education Revision workshop</p> <p>PSHE Unifrog – post 16 options)</p>	<p>National Careers Week Presentation (National Citizen Service / University Pathways and apprenticeship offers)</p> <p>Targeted Workshops with Vocational / Technical providers</p> <p>Assemblies / Workshops focused on revision skills – revisited</p> <p>Careers Fair (Academic, Technical, Business)</p> <p>PSHE Lesson on careers</p>	
YEAR 12	<p>Form Time Registration/ PSHE Foci- Ongoing</p> <p>Assemblies / Workshops focused on revision skills – revisited</p> <p>Ongoing career and apprenticeships opportunities notification on Teams</p>	<p>Form Time Registration/ PSHE Foci- Ongoing</p> <p>Assemblies / Workshops focused on revision skills – revisited</p> <p>University related assemblies</p> <p>UCAS Conference</p>	<p>Form Time Registration/ PSHE Foci- Ongoing</p> <p>Assemblies / Workshops focused on revision skills – revisited</p> <p>Futures sessions</p>

	AUTUMN TERM	SPRING TERM	SUMMER TERM
YEAR 13	Form Time Registration/ PSE Foci- Ongoing  Assemblies / Workshops focused on revision skills – revisited  Ongoing career and apprenticeships opportunities notification on Teams  Apprenticeship Briefing  CV checking service  Mock Interview Day	Form Time Registration/ PSE Foci- Ongoing  CV Drop in Sessions and Employment meetings  Ongoing targeted mail group for career and apprenticeships opportunities  Apprenticeship Briefings	Form Time Registration/ PSE Foci- Ongoing  CV Drop in Sessions and Employment meetings  Ongoing targeted mail group for career and apprenticeships opportunities  Apprenticeship Briefings

### Live online encounters

4.8 We will consider requests for live online encounters with providers, which may be broadcast into classrooms or the school assembly hall. We will need to carry out technology checks in advance to make sure systems are compatible.

### Granting and refusing provider access requests

4.9 Each access request will be considered on a case-by-case basis.

4.10 We will grant access requests where there is opportunity for a positive contribution to our careers programme.

### Safeguarding

4.11 Our safeguarding/child protection policy outlines the school's procedure for checking the identity and suitability of visitors. You can find the policy at [Our Trust - The 3-18 Education Trust](#)

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

### Premises and facilities

4.13 We will provide an appropriate room or assembly hall, with the necessary equipment providers require to carry out their visit effectively – details will be agreed with the provider.

4.14 Providers are welcome to leave a copy of their prospectus or other relevant course literature with our Assistant Headteacher for Personal Development.

4.15 Providers will be met and supervised by a member of staff who will facilitate their visit.

## 5. Working with parents and carers

- 5.1. We aim to involve parents and carers in our careers programme and welcome your attendance at encounters with providers in school. Communication of opportunities will be through Arbor.
- 5.2. If you would like to speak to the school about encounters with providers, please contact James Hargreaves, Assistant Headteacher at james.hargreaves@tas.318education.co.uk.
- 5.3. We also welcome feedback from parents and carers to help improve our offer of encounters with providers.
- 5.4. Feedback is sort through regular surveys, however, a careers focused survey is sent out annually in March.

## 6. Previous providers

6.1. In previous terms/years we have invited the following providers from the local area to speak to our pupils:

- Armed Forces
- National Health Service
- Muller
- Naturesafe
- Jaguar LandRover
- North Shropshire College
- Reaseheath
- Shropshire Fire and Rescue
- Wellmeadow Consulting
- AICO

## 7. Pupil destinations

7.1. Last year, our year 11 pupils moved to a range of providers after school:

Destination	Count	Percentage 2025
Apprenticeship	5	2.36%
Forces	3	1.42%
CCSW	10	4.73%
NEET	1	0.47%
SCG	91	43.12%
Thomas Adams	51	24.17%
NSC	6	2.84%
Reaseheath	12	5.68%
Shrewsbury Town FC College	6	2.84%
Further Education	14	6.63%
Unknown	2	0.94%

7.1.1. Last year, our year 13 pupils moved to a range of providers after school

Destination	Count	Percentage 2025	Percentage 2024	Percentage 2023	Comparison to last year
Apprenticeship	3	4.54%	5.88%	4.5%	-1.34%
Employment	10	15.15%	8.82%	6.7%	6.33%
Gap Year	4	6%	24.5%	22.47%	-18.46%
University	42	63.6%	54.9%	57.3%	8.70%
Retaking Y13	0	0	0	0%	0.00%
Military	0	0	0	2.2%	0.00%
Further Education	1	1.51%	1.9%	2.2%	-0.39%
Seeking Apprenticeships	0	0	0.98%	2.2%	-0.98%
Unknown	5	7.5%	0.98%	4.5%	8.02%
Seeking Employment	1	1.51%	1.9%	0	-0.39%

## 8. Complaints

8.1. Any complaints related to provider access can be raised following the school complaints procedure <https://thomasadams.net/wp-content/uploads/2026/02/Complaints-Policy.pdf>.