



## The Wren School Provider Access Policy

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## 1. Aims

This policy statement aims to set out The Wren's arrangements for managing the access of education and training providers to students 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

## 2. Statutory requirements

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.

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

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

This is outlined in section 42B of the [Education Act 1997](#), the [Skills and Post-16 Act 2022](#) and on page 43 of guidance from the Department for Education (DfE) on [careers guidance and access for education and training providers](#).

This policy shows how our school complies with these requirements.

### 2.1 The six encounters' schools must offer to all students in years 8 to 13

#### Schools must offer:

- Two encounters for students during the 'first key phase' (year 8 or 9)
  - All students must attend
  - Encounters can take place any time during year 8, and between 1 September and 28 February during year 9
- Two encounters for students during the 'second key phase' (year 10 or 11)
  - All students must attend
  - Encounters can take place any time throughout year 10, and between 1 September and 28 February during year 11
- Two encounters for students during the 'third key phase' (year 12 or 13)
  - Students can choose to attend
  - Encounters can take place any time throughout year 12, and between 1 September and 28 February during year 13

These encounters must happen for an appropriate amount of time during the standard school day. Schools can continue to provide complementary experiences; however, encounters outside of school hours will not count towards these requirements.

Schools must ask each provider to share the following information as a minimum:

- Information about the provider and the approved qualifications or apprenticeships they offer
- Information about what careers those qualifications and apprenticeships can lead to
- What learning or training with the provider is like
- Answers to any questions the students may ask

The Wren will work closely with training providers from Activate Learning, University of Reading, and apprenticeships to provide a range of opportunities and support.

Students across Key Stage Three and Key Stage Four will interact with Activate Learning and Apprenticeship opportunities through assemblies, open events, bespoke talks, the school’s Futures Fair and targeted interventions. Other Sixth Form providers are invited to our Futures Fair and targeted assemblies and are able to book sessions with students through our Careers lead.

Key Stage Five students interact with universities, employers and apprenticeships through assemblies, open events, bespoke talks, the school’s Futures Fair, workplace visits and targeted interventions.

## 2.2 Meaningful provider encounters

Our school is committed to providing meaningful encounters to all students.

One encounter is defined as one meeting/session between students and one provider. Meaningful live online engagement is also an option at our school.

## 3. Student entitlement

All students in years 8 to 13 at The Wren 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, e.g., through activities and events such as options events, assemblies, taster events and The Wren’s Futures Fayre
- Understand how to make applications for the full range of academic and technical courses

## 4. Management of provider access requests

### 4.1 Procedure

A provider wishing to request access should contact Anna Lyon (Director of Sixth Form and Futures) and Alison Ainscough (Futures Lead)

- Telephone: 0118 2143888
- Email: [admin@wren.excalibur.org.uk](mailto:admin@wren.excalibur.org.uk)

### 4.2 Opportunities for access

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 families:

	<b>AUTUMN TERM</b>	<b>SPRING TERM</b>	<b>SUMMER TERM</b>
<b>YEAR 8</b>	Assembly and tutor group opportunities - employability skills Activate Learning assembly	Meeting with Careers Advisor	Meeting with Careers Advisor Use of ‘Unifrog’ platform for personalised careers information Encounter with an employer

	<b>AUTUMN TERM</b>	<b>SPRING TERM</b>	<b>SUMMER TERM</b>
<b>YEAR 9</b>	Attendance at The Wren Futures Fair Activate Learning assembly	Key Stage Four options event Use of 'Unifrog' platform for option choices information Encounter with an employer	<b>No encounters – encounters must have taken place by 28 February</b>
<b>YEAR 10</b>	Attendance at The Wren Futures Fair Post-16 technical education options assembly Work Skills Session from local employer in Culture lessons Life Skills – work experience preparation sessions Assembly and tutor group opportunities – employability skills	Assembly from Activate Learning and other training providers Technical/vocational tasters at local college(s), training providers Work Skills Session from local employer in Culture lessons Use of 'Unifrog' platform to prepare CVs for Work Experience	Meeting with Careers Advisor Work experience preparation sessions Work experience Technical/vocational tasters at local college(s), training providers
<b>YEAR 11</b>	Attendance at The Wren Futures Fair Post-16 provider open evenings Post-16 apprenticeships assembly Meetings with Careers Advisor Post-16 applications	Post-16 interviews Meetings with Careers Advisor Apprenticeships – support with applications Use of 'Unifrog' platform to complete CVs	<b>No encounters – encounters must have taken place by 28 February</b> Confirmation of post-16 education and training destinations for all students
<b>YEAR 12</b>	Introduction to Higher Education and post Sixth Form opportunities Attendance at The Wren Futures Fair Post-18 assembly – apprenticeships	Small group sessions: future education, training and employment options	Technical/vocational tasters at local college(s), training providers Meetings with Careers Advisor University workshops – University of Reading
<b>YEAR 13</b>	Post-18 assembly – with higher and degree apprenticeship providers Attendance at The Wren Futures Fair Workshops – Higher Education and higher apprenticeship applications	Meetings with Careers Advisor Assembly and small group opportunities – employability skills	<b>No encounters – encounters must have taken place by 28 February</b> Confirmation of post-18 education and training destinations for all students

Students and families are able to contact our Futures Lead and Careers Advisor to identify the most suitable opportunity for their future.

### **4.3 Granting and refusing access**

Providers will be granted access to assembly time, whole school or cohort events and after school meetings. During application and interview cycles, providers will have access to applicants.

Providers will not be granted access without prior planning and consideration of suitability for the targeted students; authorisation must come from a member of our Futures Team.

### **4.4 Safeguarding**

Our child protection and safeguarding policy outlines the school's procedure for checking the identity and suitability of visitors.

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

### **4.5 Premises and facilities**

Providers have access to various classrooms, Theatre and our large meeting spaces (Sports Hall, Drama Studio). Facilities available include:

- Computer and projector (Theatre) with sound
- Interactive whiteboard (classrooms)

## **5. Previous providers**

In previous years, The Wren has invited the following providers from the local area to speak to our students; this list is not exhaustive:

- AWE
- Osborne Clarke
- Pathways CTM
- Visionpath
- Henley College
- KPMG
- University of Reading
- Activate Learning

## **6. Student destinations**

In September 2025, our year 11 students moved to a range of providers in the local area after school, including:

- Wren Six
- Reading College
- Little Heath Sixth Form
- Henley College
- Bracknell College
- New Meanings College

In September 2025, our year 13 students moved to a range of providers in the local area after school, including:

- Reading University
- GWR Apprenticeship
- Reading College
- Oxford Brookes University

- University of Surrey
- University of Winchester

## **7. Complaints**

Any complaints related to provider access can be raised following the school concerns and complaints procedure as highlighted in the school policy on the school website or directly with The Careers & Enterprise Company via [provideraccess@careersandenterprise.co.uk](mailto:provideraccess@careersandenterprise.co.uk)

## **8. Links to other policies**

- Child Protection and Safeguarding policy
- Concerns and Complaints Policy

The above policies are available via the school website and can be located [here](#).

Further information on our Futures offer is available via the school website and can be located [here](#).

## **9. Monitoring arrangements**

The school's arrangements for managing the access of education and training providers to students are monitored by the Principal and Vice Principal.

This policy will be reviewed by the Vice Principal and Principal.