



Co-op Academy Leeds policy statement on provider access 2026-2027

Approved by: Natalie Jones Date: 4th September 2026	Last reviewed on: 4th September 2026	Next review due by: September 2027
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1.Aims

This policy statement aims to set out our academy'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

Academies 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. This complies with the school's legal obligations under Section 42B of the Education Act 1997.

In addition the Baker Clause, an amendment to the above, stipulates that schools must allow colleges and training providers access to every student in years 8 - 13 to discuss non-academic

routes that are available to them. It is expected that by doing so this will help address the UK's productivity challenges and address skills shortages experienced across several sectors of the



economy. As a Trust we provide the same access to Year 7. In line with the Skills and Post-16 Education Act 2022, which will come into effect from January 2023, all students will have at least six encounters with a provider of approved technical education qualifications or apprenticeships. Two of these will be in school years 8 or 9, with another two in years 10 or 11. The “encounters” for year 9 and 11 pupils will take place between September 1 and February 28 in each academic year

3.Rationale and pupil entitlement (intended learning outcomes)

At Co-op Academy Leeds we will use Gatsby Benchmarks as a framework of best practice to develop and improve our careers provision to ensure that we not only fulfil legal duties of providing opportunities for a range of education and training providers to access all students in year 7 to year 13 but to also have CEIAG programs that meet the needs of an ever changing cohort. All of our students are entitled:

1. 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;
2. 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;
3. To understand how to make applications for the full range of academic and technical courses.

An expectation of our providers will be to provide :-

- Information about the provider and the approved technical education qualifications or apprenticeships that the provider offers
- Information about the careers to which those technical education qualifications or apprenticeships might lead
- Description of what learning or training with the provider is like, and responses to questions from the pupils about the provider or approved technical education qualifications and apprenticeships

Further detail of our CEIAG programme is available on our website



4. Management of provider access requests

4.1 Procedure

A provider wishing to request access should contact

CEIAG Leader : Rebecca Fox

Email: rebecca.fox@coopacademies.co.uk

CEIAG Coordinator : Tanya Wheatley

Email: tanya.wheatley@coopacademies.co.uk

Telephone: 0113 380 7940

4.2 Opportunities for access

A number of events, integrated into our careers programme, will offer providers an opportunity to come into our academy to speak to students and/or their parents/carers:

Calendar of events

Year group	Autumn term	Spring term	Summer term
7	Unifrog Gatsby 1, 2, 3, 4, 5, 6, 7 My Journal Gatsby 1, 2, 3, 4, 5, 7 FSQ Gatsby 1, 2, 3, 4, Aspirations tracker Gatsby 1, 2, 3, 4,	Ahead Partnership Career Panel. Gatsby 1, 2, 3, 4, 5 Into University programme Gatsby 1, 2, 3, 4, 5, 6, 7	Employee encounters Gatsby 1, 2, 3, 4, 5, 6, 7 Futures Week. Gatsby 1, 2, 3, 4, 5, 6, 7 Time4Change programme Gatsby 1, 4, 5, 6
8	Into University programme Gatsby 1, 2, 3, 4, 5, 6, 7 Smart Cities -Ahead Partnership Gatsby 1, 3, 4, 5	Ahead Partnership Career Panel. Gatsby 1, 2, 3, 4, 5	Employee encounters Gatsby 1, 2, 3, 4, 5, 6, 7 Futures Week. Gatsby 1, 2, 3, 4, 5, 6, 7
9	REACH Programme mentoring sessions.	Into University programme Gatsby 1,	Ahead Partnership Speed Networking.



	Gatsby 1, 2, 3, 5, 6 Work Experience: Malta Culture Exchange. Gatsby 3, 4, 5, 6	2, 3, 4, 5, 6, 7 Career Safari Gatsby 1, 2, 3, 4, 5, 6, 7	Gatsby 1, 2, 3, 5, Futures Week. Gatsby 1, 2, 3, 4, 5, 6, 7
10	Into University programme Gatsby 1, 2, 3, 4, 5, 6, 7 Work Experience: Malta Culture Exchange. Gatsby 3, 4, 5, 6	University of Leeds: Business Communications in the workplace.._Gatsby 1, 2, 3, 4, 5, 6, 7	Ahead Partnership Mock Interviews. Gatsby 1, 2, 3, 5 Futures Week. Gatsby 1, 2, 3, 4, 5, 6, 7 Speed Networking. Gatsby 1, 2, 3, 5
11	Feeder Assembly for Leeds Digital Careers Fair. Gatsby 2 Notre Dame Sixth Assembly. Gatsby 7 Parents and Students Information Evening. Gatsby 1, 2, 3, 4, 7 Leeds City College and Leeds Sixth Assembly. Gatsby 7 Leeds Employment and Skills Team Apprenticeship Assembly. Gatsby 5, 7 Into University programme Gatsby 1, 2, 3, 4, 5, 6, 7	Ahead Partnership Mock Interviews. Gatsby 1, 2, 3, 5 1-1 Personal Guidance Gatsby 1, 3, 8	Speed Networking. Gatsby 1, 2, 3, 5 Futures Week. Gatsby 1, 2, 3, 4, 5, 6, 7
Additional support	ASK Padlet Apprenticeship Assembly Gatsby 1, 2, 3, 4, 7	Careers Connect - Personal guidance gatsby 1, 3, 8	GCSE Results Day: Leeds City College and Pathways Support. Gatsby 3, 4, 7
Staff	Careers focused on CPD. Gatsby 1, 2, 4	Careers focused on CPD. Gatsby 1, 2, 4	LMI and destination data inset. Gatsby 1, 4



4.3 Safeguarding

Our policy on safeguarding, which can be found on our website, sets out our approach to allowing providers into our academy as visitors to talk to our students

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

4.4 Premises and facilities

Our academy will make the main hall, classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity.

The academy will also make available AV and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Leader or a member of their team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at reception, from here they will be delivered to the Library and Careers Office in BG3. This facility is available to all students at lunch and break times.

5. Monitoring arrangements

Co-op Academy Leeds arrangements for managing the access of education and training providers to our students is monitored by Rebecca Fox and Tarren Williams.

This policy will be reviewed by Natalie Jones At every review, the policy will be approved by the governing board and the headteacher.