Valley College

# Admissions Process Overview

Initial Contact from learner/advocates

Visit arranged and local authority informed

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Learner/advocates submit application form and medical questionnaire

→ Unable to meet need, visit not recommended

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Local authority request EHCP and related paperwork

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Valley College visit current college/placement and/or home to observe applicant and gather additional information

→ Unable to meet need, application not progressed

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Applicant assessed by multi-disciplinary team (MDT) at Valley College

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Placement decision reached and if successful, offer letter and assessment report sent to family and local authority.

Funding information submitted to local authority

→ **Unable to meet need, placement not offered.**

Advocates, current placementl and SEN team at local authority notified of reasons for this decision and information re appeals process provided.

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Funding approved. Transition planning begins including a MDT Mental Capacity Assessment and Best Interest Decision Meeting.