



Valley College

## Admissions Process Overview

Initial Contact from learner/advocates  
Visit arranged and local authority informed



Local authority request EHCP and related paperwork



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



Unable to meet need, application not progressed



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



Placement decision reached and if successful, offer letter sent to family by local authority.  
Funding information submitted by the college to local authority



**Unable to meet need, placement not offered.**  
Advocates, current placement and SEN team at local authority notified of reasons for this decision and information re appeals process provided.



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