



Admissions Process Overview

Initial Contact from learner/advocates
Visit arranged with college.



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 Valley College Senior Leadership Team in liaison with appropriate external agencies (including previous setting)



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.

Local authority notified of reasons for this decision and information regarding appeals process provided.



Funding approved. Transition planning meeting arranged.