



Willow Green

ADMISSION CRITERIA & APPEALS PROCESS

Policy adopted: April 2021

Review date: April 2023

Woolston Learning Village, Holes Lane, Woolston, Warrington, WA1 4LS

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Willow Green is an independent college providing 1-3 year programmes for young adults aged 18-25 years who have an Education Health and Care Plan.

Our vision is to empower young people with special educational needs and disabilities, through the delivery of practical and skill based programmes that will enable them to participate fully in society as independent, mature and responsible individuals.

We aim to create a familiar, supportive and local environment which will further the lives of young people with SEND through high quality, bespoke development programmes based on their individual needs.

Our programmes provide a foundation for lifelong learning and wellbeing. They focus on essential and transferrable, work, economic, social and life skills which will enable increased independence and self-determination.

Policy Statement

The key requirements which we believe are fundamental to providing a service to you are:

- To work in partnership with local authorities in providing unique specialist services to groups of vulnerable adults.
- We will only ever consider offering a placement where we feel we can meet the level, type and severity of need compatible with the knowledge, skills and expertise of our staff.
- Our key indicators for an offer will be our ability to meet the outcomes as set out in the Education Health and Care Plan (EHCP).

Application process

We accept applications throughout the year but our courses only commence in September of each year.

Each of our programmes has a maximum number of students:

- Supported Internships – 10 places
- Work / Life Skills – 3 places (September 2021), 10 places (September 2022)
- Preparation for Adulthood – 13 places (September 2021) (15 places September 2022)

Places are offered on a first come, first served basis. The duty to admit a student is a conditional one - an educational establishment must admit a student unless it cannot meet the needs of the student or if to admit them would compromise the effective education of the currently enrolled students.

All enquiries should be directed to the Business Manager via email or telephone.

1. A telephone consultation with the potential student or their carer to collect preliminary information will be held.
2. In order to identify the applicant's needs and their suitability for admission, additional information will be gathered where this is not contained within the EHCP or Adult Social Care Assessment for the Preparation for Adulthood course.
3. A tour of the facilities is arranged and if the applicant believes that we are the right choice of provider they can then complete an application form.

Assessment process

Once all the required information has been gathered, the Business Manager produces an Assessment of Needs document.

The Business Manager and Lead Tutor meet to agree whether the potential student will be offered a placement.

Offer decision

The Business Manager will liaise with the applicant and local authority colleagues regarding outcomes of the assessment process.

If we do not believe that we can support you, we will provide you with a clear explanation as to why this is the case.

If we can offer a place a formal offer letter is issued to the applicant to which they have 14 days to accept or decline.

Funding

Once the offer letter is accepted by the applicant, we will seek funding for your placement from the appropriate body.

Transition

Once funding is confirmed, we will put a plan in place to support your transition to Willow Green.

The length and nature of the transition period is based on the needs of the applicant.

An opportunity to meet other new students and the full staff team is offered during an event held each June/July.

Right to appeal

Any appeals need to be made in writing, clearly stating the grounds for such an appeal and should be made no later than 20 working days from receipt of any declined placement.

The first stage of appeal is to the Business Manager who will respond to all appeals in 15 working days.

Should you still not be satisfied with the outcome of the appeal you are entitled to request that a Learner Engagement Trustee of Willow Green reviews the case. A response to the review will be finalised in 30 working days.