Portland College

A PARENT AND CARERS GUIDE TO THE APPLICATION PROCESS

Visit to Portland on an individual tour or part of an Open Day.

Application form completed and sent to college with a copy of current EHCP and supporting documentation.

Following a completed application form, should we feel we can meet needs, an assessment at college will be arranged. Some may require an external assessment first, if appropriate.

Assessment at Portland College.

Should Portland feel we are able to offer an appropriate placement, a conditional offer will be sent to the learner in writing. (All placements subject to funding being agreed from the individual learner's Local Authority).

If you accept our offer of a placement, our Initial Assessment Report will be completed. This report forms part of the funding request.

Once the Initial Assessment Report is completed it will be submitted to your Local Authority.

Local Authority funding panel meeting and decision.

Should funding be agreed and Portland receive written confirmation of this, transition into the college may begin.