**Windsor Walk Housing Association**

Admissions Policy

**Objectives and Activities**

Windsor Walk Housing Association provides supported accommodation to individuals who have experienced and continue to experience mental health issues. It aims to promote their independence and to support these individuals in such a way that they can live successfully in the community, experiencing the optimum quality of life. Windsor Walk Housing Association also aims to work with other organisations, both statutory and voluntary, to promote psychological wellbeing and to ameliorate the stigma often associated with mental ill-health.

**Tenants**

Windsor Walk Housing Association is committed to promoting equal opportunities. All tenancy applicants will receive equal treatment regardless of age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation (Protected Characteristics). The decision on whether an individual will be offered a tenancy will be determined by his/her needs, the type of support s/he requires and the accommodation available.

Windsor Walk Housing Association provides accommodation for individuals:

* who have experienced serious and enduring mental health issues; and
* whose primary difficulties relate to their mental health issues.

Prospective tenants must:

* be over 18 years of age;
* be able to live successfully in the community with appropriate support;
* be eligible to be resident in England; and
* if referred to 25 Therapia Road or 26 East Dulwich Road, the prospective tenant must be able to cope with the communal aspects of living in these houses.

All prospective tenants must freely agree to come to WWHA and have the ability/capacity to agree to and abide by the Tenancy Agreement. In this context we would expect the prospective tenant to visit and meet the staff and tenants of WWHA before they make their decision to apply for a tenancy at WWHA.

**Referral process**

1. The individual being referred will normally be under the care of a mental health team and be referred by that team.

2. The referrer must:

* complete the referral form;
* provide a recent/current needs assessment and Care Programme Approach Plan (CPA plan);
* provide a current risk assessment together with a risk and crisis management plan.

3. Potential referrals should normally be discussed with the Manager before a formal referral is made to establish (i) the individual’s suitability and (ii) which house would best meet the individual’s needs.

4. The individual being referred should visit on at least one occasions to ensure that s/he is aware of the type of accommodation being offered and that it meets his/her needs in a way that is acceptable to him/her.

5. The application will be reviewed by at least two representatives of WWHA. If the applicant appears to be a suitable candidate for placement at WWHA s/he will be interviewed by two representatives of WWHA. Whenever possible this will be at WWHA. At least one of those carrying out the assessment for WWHA will have a professional mental health background. Normally those making the decision as to whether a tenancy will be offered will be the Manager and a member of the Committee.

6. If an applicant is offered a place, this is contingent on there being an agreement with the referrer on the type and level of ongoing support the referrer will offer and when this will be reviewed. There should also be a plan put in place as to what steps will be taken if the individual is unable to cope, for whatever reason, in their WWHA accommodation.

7. As WWHA must minimise the financial loss involved in holding accommodation unoccupied, an individual must take up his/her tenancy within one month of it being offered. If a tenancy is not taken up within this period, the offer will be withdrawn and the individual must be referred again.

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