King's Reach Education

Admissions and Referrals Policy

Authorisation by:	Board of Trustees
Last reviewed on:	September 2026
Next review due by:	September 2027
Presented at Governance meeting:	7th October 2026

King's Reach Education

King's Reach
St Hilary's House, Reculver Walk
Maidstone, ME15 8SW

01622 693737
info@kingsreach.org.uk
kingsreach.org.uk

King's Reach Education is an Independent, Special School supporting students who are unable to access education in other settings across Kent. We provide tailored support for young people aged 11 to 25 who benefit from a bespoke and nurturing learning environment.

We also offer a part-time EOTAS programme—Education Other Than at School—called *Reach Out*, which runs up to three sessions a week. This transitional provision is designed to re-engage young people through trusted relationships and meaningful learning experiences.

Both King's Reach Education and Reach Out aim to help young people successfully reintegrate into educational or vocational pathways, further training, or employment.

Referral Process

Referrals for both King's Reach Education (KRE) and the Reach Out (RO) programme are made through the Kent SEND Team at Kent County Council (KCC). The referral process involves the following steps:

1. **Initial Consultation**
   The Local Authority consults King's Reach to explore whether KRE or RO can meet the individual needs of the young person.
2. **Assessment of Suitability**
   King's Reach reviews the young person's Education, Health and Care Plan (EHCP) and any supporting documentation to understand their needs and educational journey. A formal response is provided to the Local Authority indicating whether KRE or RO is able to meet those needs.
3. **Placement Decision and Funding Application**
   If King's Reach is deemed suitable, the LA decides whether to pursue placement within KRE or RO and submits an application to the Higher Cost Panel for funding approval.
4. **Onboarding**
   Upon confirmation of funding and availability within the chosen provision, King's Reach initiates the onboarding process to ensure a smooth and supportive transition for the young person.

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Eligibility Criteria

- Only students with a current EHCP are eligible to secure a placement at KRE or the RO programme.
- The Local Authority will make placement decisions based on the consultation process outlined above.

Confirmation of Placement

- For a school placement, KRE will be named in Section I of the student's EHCP.
- For a Reach Out placement, the LA will leave section I blank and refer to King's Reach being a commissioned service with section F of the EHCP.

Parent/Carer Involvement

If parents or carers believe that King's Reach is the right placement for their child, they should contact the Local Authority to initiate the consultation process.

Appeal Process

Parents and carers have the right to appeal if the Local Authority refuses to name their preferred placement on the EHCP. For support with the appeal process, families can contact the Local Authority or IASK (Information, Advice & Support Kent).

Student Transition Period – KRE

Once a placement at King's Reach is confirmed, we begin a transition period to help the student settle into school life. During this time:

- Families will receive a Home/School Agreement and a welcome letter at the start of the transition process. Parents will receive a Parent Pack, containing key information about the school, communication expectations, important policies, and medical forms.
- The student will start part-time, if required, and gradually increase attendance as they become more comfortable with staff, other students, and the school environment.
- We work closely with families to agree on the student's timetable, providing regular updates throughout the process.

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A one-to-one coach will support the student throughout the transition, helping them explore their interests, goals, and aspirations. This enables us to tailor their educational programme to their individual needs.

A Head of Stage and Therapeutic Team will observe the student in various situations (e.g., group activities, conflict resolution, social interactions) to assess how they manage and identify areas for support.

Full-Time Placement

After a successful transition period, which could vary in length depending on each young person, the student will be ready for a full-time education programme. This may include a mix of:

- Academic learning
- Therapeutic support
- Vocational training
- Social development

This personalised programme will provide a well-rounded, balanced education tailored to the student's needs.

If, at any point, it becomes clear that King's Reach is not the right setting for the student, an emergency annual review will be scheduled with the Local Authority to explore alternative placements.

Ongoing Support

Once fully enrolled, the student will be part of the King's Reach community, with continued support from staff and the therapeutic team to ensure ongoing success.