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| **Southend Council_Logo BLACK** |

**Fresh Start Managed Move Request Form for Schools**

(not children at the point of permanent exclusion)

**The managed move protocol does not apply to Looked After Children or children with Education Health and Care Plans. Children who fall under one or both of these criteria and would benefit from a managed move MUST be discussed with the Headteacher for the Virtual School and/or the named SEN Officer.**

**\* Managed Moves are not compulsory and require parental consent**

|  |  |
| --- | --- |
| Section 1 | Child Details |

|  |  |
| --- | --- |
| Surname |  |
| Forename (s) |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date of Birth |  | Gender |  | Year Group |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Ethnicity |  | SEN |  | First Language |  |

|  |  |
| --- | --- |
| If new to UK, please state country of origin |  |

|  |  |
| --- | --- |
| Medical Needs |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Address of child |  | | |
|  |  | | |
|  |  | Postcode |  |

|  |  |  |
| --- | --- | --- |
| EHCP/ Statement / SEN School Support: | Yes / No | SEN Needs:  Date of next Annual Review / ISP: |

|  |  |  |
| --- | --- | --- |
| Previously LAC: | Yes / No | If yes, name of Local Authority: |

|  |  |  |
| --- | --- | --- |
| CP/CIN/ | Yes / No | If yes, name and contact details of Social Worker: |

|  |  |
| --- | --- |
| Section 2 | PARENT/CARER DETAILS |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Surname |  | | | | |
| Forename (s) |  | | | | |
| Relationship to child |  | Contact Tel Number | |  | |
| Address | If different from child | | | | |
|  |  | | Postcode | |  |
| Surname |  | | | | |
| Forename (s) |  | | | | |
| Relationship to child |  | Contact Tel Number | |  | |
| Address | If different from child | | | | |
|  |  | | Postcode | |  |

|  |  |  |
| --- | --- | --- |
| Who does the child live with? | |  |
| Section 3 | CURRENT SCHOOL DETAILS | |

|  |  |
| --- | --- |
| Referring School |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Date on roll |  |  |  |

|  |  |
| --- | --- |
| Name and contact details for school lead |  |

|  |  |
| --- | --- |
| Section 4 | Managed Move SCHOOL PREFERENCE |

|  |  |  |
| --- | --- | --- |
|  | **School Name** | **In order of parental preference** |
| **1** |  |  |
| **2** |  |  |
| **3** |  |  |
| **4** |  |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Section 5 | | ATTENDANCE AND EXCLUSION | | | | | | |
| Attendance (previous year group) | | | | | Attendance (current year group) | | | |
| Year: | | | % | | Year: | | | % |
| Has the child ever had a fixed term exclusion? | | | | | | **NO / YES** | | |
| Has the child ever had a permanent exclusion? | | | | | | **NO / YES** | | |
| **Date of exclusion** | **Length of Exclusion** | | | **Main Reason for Exclusion** | | | **Any other information** | |
|  |  | | |  | | |  | |
|  |  | | |  | | |  | |
|  |  | | |  | | |  | |
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| --- | --- |
| Section 6 | Agencies involved / Interventions taken & Outcomes  E.g.: Youth Offending Service / Educational Psychology / Early Help family Support / Behaviour Outreach Service / Emotional Wellbeing & Mental Health Service (EWMHS) / PRU Prevention Programme / Alternative Provision etc. |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Name / Organisation / Contact details (where known)** | **Intervention & Outcome** | **Date** |
| **1** |  |  |  |
| **2** |  |  |  |
| **3** |  |  |  |
| **4** |  |  |  |
| **5** |  |  |  |

|  |  |
| --- | --- |
| Section 7 | RELEVANT HOME / FAMILY CIRCUMSTANCES |

|  |  |
| --- | --- |
| Are there any home/family circumstances that the panel should be aware of? | **NO/YES** (if yes please describe below) |
|  | |

|  |  |
| --- | --- |
| Section 8 | ACADEMIC INFORMATION |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Subject** | **Attainment Level** | | |
| **Previous Year Group** | **Current Level** | **Below / Average / Above** |
| **1** | English Reading |  |  |  |
| **2** | English Writing |  |  |  |
| **3** | Maths |  |  |  |
| **4** | Science |  |  |  |

|  |  |
| --- | --- |
| Section 9 | ADDITIONAL INFORMATION (information should be sought from the child and parent/carer to ensure consideration of all views) |
| Pupil Strengths: | |
| Detail preventative strategies prior to referral: | |
| Triggers / Risks: | |
| Any Other Information: | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Risk Assessment:**   |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | |  | | **0** | **1** | **2** | **3** | **4** | **5** | | **0 = Very Unlikely**  **1 = Unlikely**  **2 = Small Possibility**  **4 = likely (previous reported incidents)**  **5 = Very Likely (current reported incidents)** | Theft |  |  |  |  |  |  | | Truancy |  |  |  |  |  |  | | Absconding |  |  |  |  |  |  | | Substance Misuse |  |  |  |  |  |  | | Alcohol Misuse |  |  |  |  |  |  | | Damage to Property |  |  |  |  |  |  | | Arson |  |  |  |  |  |  | | Weapon related incident |  |  |  |  |  |  | | Physical aggression towards peers |  |  |  |  |  |  | | Physical aggression towards adults |  |  |  |  |  |  | | Verbal aggression towards peers |  |  |  |  |  |  | | Verbal aggression towards adults |  |  |  |  |  |  | | Threatening behaviour towards peers |  |  |  |  |  |  | | Threatening behaviour towards staff |  |  |  |  |  |  | | Bullying peers |  |  |  |  |  |  | | Persistent defiance |  |  |  |  |  |  | | Persistent refusal to follow instructions |  |  |  |  |  |  | | Sexual inappropriate behaviour towards others |  |  |  |  |  |  | | Dangerous behaviour in the environment |  |  |  |  |  |  | | Confidential child protection – information available on request |  |  |  |  |  |  | |
| Any Other Relevant Information: |

|  |
| --- |
| **Please attach a copy of any Early Help Family Support Assessment / PSP / ISP / behaviour logs, attendance certificate and any other relevant information.**  **Assessments and documents that will be shared are (please list all):** |

|  |  |  |  |
| --- | --- | --- | --- |
| Form completed by |  | Designation |  |
| School / Agency |  | Date |  |

**Signature Parent / Carer / young person (YP) aged 13 and over:**

**Please read:**

By signing this document you are giving your consent for the information contained within and attached to this referral form to be shared with schools identified in section 4 to pursue a Managed Move for a fresh start to another school. Your child’s school will have explained to you the Southend Managed Move Protocol and you agree to the principal of a managed move for your child to attend another school.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Parent / YP Name** |  | **Parent / YP Signature** |  | **Date** |  |

|  |
| --- |
| **Managed Moves Only**: this form and attached documents are to be shared with the parent, child and named schools in section 4 to be considered for a managed move |

**Please refer to the schools data protection and Privacy Notice regarding how the schools share and process your personal information.**

**Only information sent via the Fresh Start Managed Move Data Return will be processed by Southend Borough Council. For information on Southend Borough Council’s Fair Access and Managed Move privacy notice, please go to** [**http://www.southend.gov.uk/info/200176/school\_admissions/604/fair\_access\_protocol**](http://www.southend.gov.uk/info/200176/school_admissions/604/fair_access_protocol)

**Southend-on-Sea Borough Council Data Return – Fresh Start Managed Moves**

**Child Details:**

|  |  |  |  |
| --- | --- | --- | --- |
| Gender |  | Year Group |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Referring / exiting school |  | Receiving School |  |

**First Meeting:**

|  |  |  |  |
| --- | --- | --- | --- |
| Date of meeting |  | Agreed start date |  |
| Did parent child attend? |  | Did Behaviour Outreach attend? |  |
| Has a transition plan been agreed |  | Names of lead school contacts | 1.  2. |

**Week 6 Review Meeting:**

|  |  |
| --- | --- |
| Date of meeting |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Has a start date been agreed for the pupil to be placed on the home roll of the receiving school? | **Yes** | Date on roll: |  | |
| **No**  Exceptional circumstances for delayed start are: | Irregular attendance due to ill health or bereavement | | 2nd Review Date: |
| Breaches of the school behaviour policy | |
| Other Please state:(extensions should only be for exceptional circumstances) | |
| **No**  Managed Move Failed | Please state reasons below for ending the managed move: | | |

**Exceptional Circumstances, Week 12 Review Meeting:**

|  |  |
| --- | --- |
| Date of meeting |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Has a start date been agreed for the pupil to be placed on the home roll of the receiving school? | **Yes** | Date on roll: |  |
| **No**  Managed Move Failed | Please state reasons below for ending the managed move: | |

|  |
| --- |
| Please return the completed from via secure email for the attention of Kim Holmes to:  fairaccesspanel@southend.gov.uk |

**DATA PROTECTION AND PRIVACY NOTICE - Southend Borough Council**

**Parent Information**

In order to comply with the Data Protection Act and the General Data Protection Regulation (GDPR), we have to provide you with information about the personal data given to us about you and your child. This information is set out below:

We are committed to protecting your privacy when you use our services. It is important to us that you can trust us to keep your information safe and to use it in ways that you will think are reasonable and ethical. Southend-on-Sea Borough Council are the data controller for the information we have about you, this means we control how your personal information is processed and for what purposes.

**What we do**

Under the Admissions Code 2014, we are legally obliged to have a fair access protocol. The protocol is needed to:

* place children outside of the normal admissions rounds,
* make sure no school takes a disproportionate number of pupils who have been excluded or have challenging behaviour.

The protocol is designed in partnership with Southend schools for both primary and secondary children of statutory school age and includes referrals to Fair Access Panels and the Managed Moves.

**Fair Access Panels**

The personal information provided about you and your child will be shared at the respective Southend Fair Access Panel where the admission application and information relating to your child’s most recent education (including strengths and needs) will be considered for the sole purpose of allocating a school place. For your child to be heard at the Fair Access Panel, they would have been identified as currently not registered at a local mainstream school and to date has been unsuccessful in gaining admission through the normal procedures. Where an admission authority refuses admission even though it has vacancies it must refer the case to the Fair Access Panel. Southend-on-Sea Borough Council has a statutory duty to offer your child a suitable school place as identified within the School Admissions Code 2014 and the local Fair Access Protocol. Information regarding the functions and decision making of the Fair Access Panel can be found in the Southend Fair Access Protocol: <https://www.southend.gov.uk/info/200176/school_admissions/604/fair_access_protocol>

**Agencies we might share the information with**

Fair Access Panels consist of senior representatives from all Southend schools and key local agencies. The agencies who have access to your information and attend the panels include: Southend Borough Council’s Access and Inclusion Service, Early Help Family Support, Youth Offending Service, Educational Psychology Service, Behaviour Outreach Service and Social Care. Information may be shared with other teams within the council in order to provide a service to you, to ensure our records are kept up to date or otherwise where we are required to do so under other legislation. We may share the data with third parties if we are required by law to do so, this may include the Police or Government Agencies. We will not sell your data or use it for marketing purposes without your consent.

Prior to the panel, you will be contacted by a support service to ensure you have had the opportunity to share both yours and your child’s views regarding a suitable school (this may include the suitability of a faith and/or selective school), strengths and needs in order to allocate a school place.

**What Data We Collect**

* Name, date of birth and gender, ethnicity and first language of the child
* Address where the child ordinarily lives
* School preferences
* Reasons for referral according to the Southend Borough Council Fair Access Protocol
* Parent/Carer name and contact details
* Details of medical and additional needs
* Details of siblings
* Current or last education provision
* Child looked after status
* Whether the child is subject to child protection or child in need planning
* Whether the child has any special educational needs supported in school or through a. Education Health Care Plan
* Whether the child has been received a fixed term or permanent exclusion
* The child’s most recent school attendance
* Additional information as shared by you regarding additional support, strengths and needs as required under our Fair Access Protocol

**Managed Moves:**

Southend Borough Council has provided a template referral form which schools can use when exploring a managed move between two schools. Use of this form is at the discretion of the schools and the referral information is not passed onto the Council. Managed moves are only permitted with the full consent of the parent/s. Parents should refer to schools own data protection and privacy notices regarding what information they hold and share about the children under their care.

**What data does Southend on Sea Borough Council collet for the purposes of a Managed Move:**

Managed move at the point of permanent exclusion (admission counted under the Fair Access Protocol)

* Name and date of birth of the child
* Referring (existing) school and receiving (new) school
* Date on roll at new school

Fresh Start Managed move

* Gender and year group of the school
* Referring (existing) school and receiving (new) school
* Transition meetings and final outcome

No personal identifying data is received for the purposes of monitoring fresh start managed moves between schools.

The Southend-on-Sea Borough Council Privacy Notice, available in full on the council website: <http://www.southend.gov.uk/downloads/file/5542/privacy_notice_may_2018> explains how we use information about you, our data retention policy and how we protect your privacy. We have a Data Protection Officer who makes sure we respect your rights and follow the law. If you have any concerns or questions about how we look after your personal information, please contact the Data Protection Officer at [Dataprotection@southend.gov.uk](mailto:Dataprotection@southend.gov.uk) or by calling 01702 215000.