

# Protocol and Procedure for **MANAGED MOVES**

This protocol runs in conjunction with the Fair Access Protocol

Reviewed and updated September 2015  
Reviewed and updated Aug 2017

## INTRODUCTION

### Legislation

This Protocol and procedure complies with the current government guidance (Exclusion from Maintained Schools, Academies and Pupil Referral Units in England 2012) and advises school leaders that:

*'A pupil can transfer to another school as part of a 'managed move' where this occurs with the consent of the parties involved, including the parents. **However the threat of exclusion must never be used to influence parents to remove their child from the school'***

The recent consultation on the Education (Pupil Registration) (England) (Amendment) Regulations 2006, introduced amendments which came into effect on the 1<sup>st</sup> September 2016, which placed an emphasis on the need for improved collaboration, communication and information sharing between schools (including independent schools) and LA's.

The use of 'Managed Moves' is a strategy which can be considered for only those pupils showing signs of disaffection where a new start in a different school may be beneficial. In considering such a strategy, the underpinning principle should always be that a Managed Move is intended to be a positive way to improve a difficult situation and should benefit the pupil, parents and school.

Managed Moves can give the pupil a 'taster' of a new school without the pupil being removed from the roll of their original school. It also reduces the risk of the receiving school taking a pupil on a formal transfer who has a history of poor attendance or behaviour difficulties without the opportunity of gauging whether that new start may be beneficial.

It is a useful way to establish whether the pupil's engagement, attendance and/or behaviour is improved by attending a different school.

### Definition and context of a Managed Move

The Managed Move is a preventative course of action aimed at reducing exclusions from schools, it helps young people who are experiencing significant problem(s) in school where school action has not been able to remedy it and who may benefit from a fresh start.

A Managed Move is never an early or first response when a child is failing at school because of their behaviour. Rather it should be considered as part of a measured response to supporting the child's emotional and behavioural needs. It is likely to be a strategy considered in the later stages of the child's relevant support plan *e.g. a Pastoral Support Plan (PSP)*.

A Managed Move would **NOT** be appropriate if:

- **A parent is seeking a straightforward transfer to another school;**
- **The child is not on a school roll;**
- **Only to be used to avoid a permanent exclusion;**
- **The child would be unable to return to the home school if the placement is unsuccessful;**
- **It would not ultimately be of benefit to the child.**

## PRINCIPLES

The following principles underpin all requests for Managed Moves:

1. A Head Teacher is the senior person responsible for all Managed Moves;
2. That all schools must act in a spirit of partnership and collaboration for the Managed Move arrangements to work. Regular reviews and progress reports **must** be undertaken by both schools and involve the pupil and parent / carer;
3. Where a Head Teacher delegates responsibility of Managed Moves to another member of staff, they need to ensure that the delegated person now responsible, has a full understanding of the principles and adheres to the process and procedures around Managed Moves;
4. A Managed Move request should be initiated by the child's current (home) school. *(This should not occur if a parent has already applied for a transfer for their child to an alternative school for a place);*
5. It is essential that the full agreement of parents is obtained. The views of the pupil to undertake a transfer to another school voluntarily must also be considered (see Appendix 2 – Parent/carer guide);
6. A Managed Move must form part of either the pupil's Pastoral Support Plan (PSP), Individual Education Plan (IEP) or Personal Education Plan (PEP) for LACYP;
7. **Please note** that if an alternative school place is being sought for a child with an Education Health & Care Plan, this should be considered through the correct channels e.g. through the annual review process with LA's SEN and Engagement team taking the lead and **should not** be considered under the Managed Move process;
8. The Virtual School discourages managed moves in principle due to the impact that further rejection can have on the emotional well-being of looked after children. However, in exceptional circumstances, when all other avenues have been exhausted, the Virtual School Head Teacher may consider and agree to a managed move.
9. The receiving school could also propose a Managed Move however the School Admissions Code always support parental preference.

## CRITERIA FOR MANAGED MOVES

In both of the following criteria the school and family need to share the view that the proposed school is likely to be able to offer something sufficiently different to make the Managed Move viable. This may include the size/location of the school or a new peer group/teaching team/curriculum, depending on the particular issues for the child in the home school.

- Behaviour

It is the expectation of the LA that a Managed Move should be considered prior to a permanent exclusion being implemented (unless there is a major breach of school behaviour policy). The school should be able to demonstrate that all other preventative strategies have been exhausted. The school's own interim procedures will have already been implemented along with strategies to avoid exclusion and address poor behaviour.

- Attendance

Where a pupil is not attending school, and the causes of the non-attendance have been fully investigated by the school and school has reached the stage of a parent contract, at this stage a managed move could be considered if deemed in the best interest of the child by all parties (school, parent and child).

## PROCEDURES & PROCESS

Oversight of the Managed Moves process will be undertaken by the Fair Access Panel which has representation from the Schools Admissions Team, Attendance and Exclusion and Head teacher representative.

- As previously agreed all schools are expected to become oversubscribed by up to two pupils in a cohort. If a school is already over-subscribed by two pupils in a particular year group they **do not** have to agree to the proposed Managed Move, **unless where** a referral is via the Fair Access protocol.
- Schools are required to complete and submit the agreed documentation for each Managed Move to the either the School Admission team or Fair Access Panel for monitoring purposes only. This will enable the School Admissions team to track the volume of all Managed Moves agreed across the Borough and for all schools.
- The Fair Access Panel will report on a termly basis to Secondary and Primary Head teachers regarding trends and numbers of Managed Moves.
- Were relevant the Panel will also interface with the Pupil Inclusion Panel.

### Process

Only schools can initiate a Managed Move following discussion of the reasons that a Managed Move is being considered with the pupil, their parents and where appropriate the home school's allocated School Attendance and Exclusion Team Officer. Where the issue relates to an in-year transfer it may be in this forum that issues in the current home school are clearly aired, resolution found and the request for a move withdrawn.

- Prior to requesting a Managed Move, the Head Teacher should satisfy themselves **that all reasonable steps** have been taken to resolve the barriers to the pupil's continued attendance in school. This should include early identification and the involvement of support services. Please see the School Attendance and Exclusion website for information on supporting students at risk of exclusion.

<https://www.stockton.gov.uk/children-and-young-people/schools/school-attendance-and-exclusion/>

- The Head Teacher may also take into consideration the recommendations discussed in those relevant cases tabled at the Pupil Inclusion Panel.
- The Head Teacher must then consult the parents and pupil about their views on a move to another school at a review meeting as part of pupils current PSP or IEP. A copy of the Managed Move protocol should be also shared with the parent/carer. The school should invite any other relevant professionals to the meeting (e.g. for pupils in care). Schools **must not** suggest to parent that they remove the child and find another school. All such cases, whereby parents are given this as a suggested option, will be formally investigated by the LA with the option of referral to Department for Education (DfE) and/or Secretary of State.
- If parents agree that a Managed Move is appropriate, and written consent is obtained, the parent will be asked to express a preference for an alternative school(s). Parents **must**,

however be informed that a request for a managed move may not always be accepted and also that any transport requirements are the responsibility of the home school and the parent.

- When an agreement to proceed in principle has been reached, a meeting should be arranged with the prospective school as soon as possible (normally within 2 weeks) by the current home school. The meeting should be attended by the home school, the potential receiving school, the parent/carer, the child and an appropriate member of the LA as per Part C.
- All information about the pupil's progress, attainment, behaviour, etc. **must** be made available prior to the meeting by the current home school in all cases. It is an essential part of a trust based partnership that it is never appropriate to seek to conceal any information from the potential receiving school about the child's context.
- Contact details and information about any known agencies or professionals involved with the child or family must also be shared with the potential receiving school via the pupil information/Managed Move record sheet and a copy forwarded to the School Admissions Team.
- The pupil will remain on the register of the current home school throughout the Managed Move process.
- If a Managed Move is agreed the following arrangements should be recorded in writing by the receiving school and shared with all parties:
  - The starting date and agreed attendance arrangements;
  - The arrangements for reporting and recording the pupil's attendance – the current home school should record a D code for Dual registration and the receiving school should record the pupil as attending/ absent as the case may be. Robust arrangements must be in place to notify the current home school of any absence concerns. The receiving school is responsible for following up and investigating any absence whilst the pupil is on a Managed Move;
  - School uniform arrangements;
  - The arrangements for a weekly progress report to the current home school and parents to ensure that any difficulties/breakdown do not come as a surprise;
  - Dates and venue for review meetings between all parties during the Managed Move. This should occur only if necessary and the outcomes recorded;
  - Details of the curriculum package and pastoral support for the pupil and any funding from the current home school to support the Managed Move;
  - Details and information relating to any professional/ agency involvement including whether an Early Help Assessment is in place.
- Where a receiving school wishes to end the Managed Move early they must communicate this to the home school and parent(s) immediately and confirm this in writing to the parent(s), with the date on which the pupil must return to their current home school.
- Where a Managed Move runs its specified duration (six weeks maximum) then the final review meeting will determine whether the pupil will return to his/her current home school, or be admitted to the receiving school on a permanent basis. In some circumstances it may be agreed that an extension to the Managed Move is appropriate. Any extension should specify the reason for the extension, the length of the extension (no more than six weeks) and a new set of review dates. **No Managed Move should last for more than one term.**

- Further Managed Moves to other schools would only be appropriate in exceptional circumstances.
- Every effort must be made to ensure that the Managed Move is successful and that the receiving school **must** be able to demonstrate all measures were taken to ensure success and those opportunities if not implemented would have led to termination.
- If the move has been unsuccessful the pupil must return to the current home school and the receiving school **must** notify the Local Authority School Admissions Team.
- On the agreed date of transfer, the pupil must be removed from the register of the current home school and entered on the register of the receiving school. Once this has happened the 'new school' cannot remove the pupil again except by transfer or permanent exclusion.
- The Bursar of the school that no longer has the child on their roll should make arrangements to transfer any funds allocated to the child to the new school (usually the balance of the AWPU and any additional funding which might reasonably be attached to the individual pupil e.g. Pupil Premium and/or SEN High Needs funding).

**Careful consideration should be given to any proposal for a Managed Move for a KS4 pupil. It would only be in exceptional circumstances that Managed Moves for Year 11 pupils would take place.**



**OTHER AGENCIES / PROFESSIONALS INVOLVED**

AGENCY	PERSONNEL INVOLVED	AGENCY	PERSONNEL INVOLVED
Attendance/ Exclusions Team	<input type="checkbox"/>	GP	<input type="checkbox"/>
Inclusion Team	<input type="checkbox"/>	CAMHS	<input type="checkbox"/>
EPS	<input type="checkbox"/>	YOS	<input type="checkbox"/>
CAF Team	<input type="checkbox"/>	Preventions	<input type="checkbox"/>
Family Support	<input type="checkbox"/>	Youth Direction	<input type="checkbox"/>
Social Care	<input type="checkbox"/>	Police/Anti-Social Behaviour Team	<input type="checkbox"/>
School Nurse	<input type="checkbox"/>	Alliance	<input type="checkbox"/>
Eastern Ravens	<input type="checkbox"/>	Other	<input type="checkbox"/>

Incidents in school that have given rise to concern, highlight as required:

Physical assault against pupil	Verbal abuse/threatening behaviour against pupil	
Physical assault against adult	Verbal abuse/threatening behaviour against adult	
Bullying	Racist abuse	
Sexual Misconduct	Drug / Alcohol related	
Damage	Theft	
Persistent disruptive behaviour	Non attendance	

Please briefly outline what support mechanisms have been put in place prior to referral, using the LA's guidance on interventions (Search the School Attendance and Exclusion website or contact the team to discuss:

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**School Contact and responsibility**

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**Academic ability**

If KS4 please give details of GCSE's / NVQ's / other formal qualifications currently being undertaken by the pupil.

SUBJECT	Awarding Body	NC level working at	Target Level	Comment

**Any other relevant information:**

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Please provide copies of:      Latest IEP / PSP / BSP  
   Risk Assessment  
   Parent Contract (if relevant)  
   Recent Certificate of Attendance

I can confirm that this request has been made with the belief that a Managed Move would be of direct benefit to the child.

Signed: ..... (Home school contact)

Date: .....

**Part B – To be completed by the parent(s)/carer(s)**

Parent(s)/Carer(s) agreement

I have attended a review meeting of my child’s progress. I have considered the fact that I could apply directly to another school but decided and agree that a ‘Managed Move’ to an alternative school or provision is the best way forward. I understand and agree with the reason for a Managed Move. The school which I have expressed a preference for is:

First preference: .....

Second preference .....

You may if you wish, given reasons for your preference(s) below:

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**Declaration**

I understand that this request does not guarantee an offer of a managed move but truly believe it would be in the best interest of my child. I have also received a copy of the ‘receiving school(s)’ Behaviour Policy and I am aware that if the ‘managed move’ is not successful my child will be returned to their ‘home’ school.

Parent(s)/Carer(s) signature ..... Date .....

Why I want this move? (child to add comments)

I understand that this Managed Move is in my best interests in terms of improving either my education / behaviour / attendance and agree to this short trial period in the full knowledge and understanding that if during this time the move breaks down that I will return to my current school to continue with my education.

Child’s signature ..... Date .....

**Part C – to be completed by the receiving school**

Name of school: .....

Starting date for the trial transfer: .....

Agreed process for reporting absence to home school:

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Date for review meeting: .....

End date for trial period: .....

Transport arrangements: .....

Uniform arrangements: .....

Known friendships: .....

Option groups: .....

MFL Course: .....

Any other issues: .....

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Signed ..... Head Teacher

Signed ..... Parent(s)/Carer(s)

On behalf of the following LA Officers:

Signed ..... Attendance

Signed ..... Early Help

Signed ..... SEN Support

Signed ..... Social Worker / Virtual School

Signed ..... Other (please specify)

**Part D – to be completed by the receiving school if Managed Move was unsuccessful**

Name of school: .....

Starting date for the trial transfer: .....

End date for trial period: .....

Reasons why the Managed Move fail, using reference(s) as stated in the schools Behaviour Policy.

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## Managed Move Guide for Parents

### What is a Managed Move?

A managed move is a formal transfer of a child from one school to another. It can only happen when both schools, the child, their parent/carer agree to the move. It is used to help individual children to remain in school and successfully complete their education.

Current government guidance states that parents **should never** feel pressurised into removing their child from a school under threat of a permanent exclusion (Guidance on Exclusion from maintained schools, Academies and pupil referral units in England 2012).

### When should a Managed Move be set up?

A managed move could be set up if your child has been identified as being at risk of exclusion or has significant issues which it is felt may be best addressed through being educated another mainstream school.

The school will already have tried other strategies to support you and your child but the risk of exclusion or disaffection remains.

### Who will be involved in setting up a Managed Move?

The managed move is co-ordinated by the head teachers of both schools. If both schools agree, a meeting is set up at the proposed school with senior staff from both schools, the child and the parent/carer a representative from the Education Improvement Service and representatives from other agencies who are working directly with the family. Wherever possible the meeting should be held within the normal school working day.

Parents are a crucial part of the success of a managed move and school staff will try to arrange a time when you can attend the meetings.

### Should my child come to the meetings?

You will be able to agree with school staff whether your child should be present for the whole meeting or join in towards the end. Generally children at secondary schools attend the whole meeting.

### Preparing for a Managed Move meeting

Before any managed move takes place, think about the benefits it may offer your child, such as a fresh start. Consider what support will be needed to make your child's move a success. Talk with your child and ask them if they know who else may be involved in their transition, what those others will be doing and what they will expect from your child. It may be necessary to remind your child that a managed move is meant to be something positive and that your child will be supported throughout.

### **What will happen at the first meeting?**

At the initial meeting, everyone will consider the positive points and main concerns. Everyone present will have the opportunity to have their say and will be expected to offer some positive contribution to the managed move. Central to the move is support and for any such move to be successful your child will need to make commitment to meeting key behaviour and/or attendance targets. Everyone will sign the Managed Move agreement which outlines what is done, by whom and when.

### **How long will the Managed Move last?**

A managed move can run up to 12 weeks. The meeting can decide on how long they think is appropriate to allow your child the opportunity to settle into the new school and show progress. A formal review is held only if necessary with a final review at the end. During this time your child will remain jointly registered with both schools.

### **How will we know if the plan is working?**

A member of the school staff will normally meet your child regularly to review his/her progress. This will give your child the chance to talk about what had gone well and how to continue to be successful. The key people who attended the original meeting will be invited to mid-term review and the final review to talk about your child's progress and attendance, any concerns about the placement, the support in place and any new strategies to help your child settle at the new school.

After the final review if the managed move has been successful, your child will transfer to the new school permanently.

### **Special Education Needs (SEN)**

**Please note** that if an alternative school place is being sought for your child with an Education Health & Care Plan, this should be considered through the correct channels e.g. through the annual review process with LA's SEN and Engagement team taking the lead and **should not** be considered under the Managed Move process.

### **What if the Managed Move is not successful?**

The Head Teacher of the proposed school can end the move at any time if the Managed Move is not working. This would mean that your child would normally return to his/her home school. Details of what will happen if the Managed Move fails, will be agreed at the initial meeting.

### **Application to transfer schools**

If you have submitted an application to the School Admissions team to change schools, the team will process your application. If you have discussed and agreed to a managed move, then you should inform School Admissions (in writing) that you have accepted a managed so that your application can be closed.