

**Managed Moves
A guide**

“Working together to support children to remain in education”

**Revised: January 2019
Replaces August 2016 Guidance**

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INTRODUCTION

A Managed Move (MM) is an intervention to support a child to remain in mainstream education. Managed Moves recognise the collective responsibility for the placement of both challenging and vulnerable students.

Current government guidance; Exclusion from maintained schools, academies and pupil referral units in England

Statutory guidance for those with legal responsibilities in relation to exclusion (September 2017) advises school leaders that:

“...Maintained schools have the power to direct a pupil off-site for education to improve their behaviour. A pupil at any type of school can also transfer to another school as part of a ‘managed move’ where this occurs with the consent of the parties involved, including the parents and the admission authority of the school. However, the threat of exclusion must never be used to influence parents to remove their child from the school.”

Sir Alan Steer in his report *Learning Behaviour: Lessons Learned*. A review of behaviour standards and practices in our schools (DCSF 2009) described Managed Moves as:

“... an appropriate strategy to promote the reduction in numbers of pupils being excluded in mainstream schools. This should be seen as a piece of preventative work to support pupils at risk of exclusion.”

The Managed Moves system can be very beneficial in supporting children who may be at risk of permanent exclusion. To ensure that the Inclusion Panel continues to review good practice from successful placements and ensure that placements are fair and equitable across all schools; the protocol below sets out what we can expect to achieve through the Managed Moves system. It also enables the Inclusion Panel to monitor all Managed Moves so that a fair and transparent system can be maintained.

Managed Moves must:

- involve good communication between the schools, local authority, family and other agencies engaged with the family. (school/parent contract to be signed)
- be fully understood by pupil and parents/carers.
- follow the Guidelines.
- be reported to the Inclusion Panel, so that this can be considered when allocating places through the Fair Access Protocol (FAP).

The Inclusion Panel have agreed that where possible they will work together through the Managed Moves system to avoid the permanent exclusion of children from school, although this may not be possible in all situations. It will be for individual schools to determine when a MM is appropriate and in the best interests of the pupil. There is no right to a MM.

GUIDELINES FOR MANAGED MOVES (MM)

What is a Managed Move

A MM is when a pupil remains on the roll of their original school but receives their education in another registered school.

When will a MM be considered

A Managed move can be considered where the school's own behaviour management strategies have been implemented to address a series of behavioural concerns and a Pastoral Support Plan meeting has concluded that a fresh start in a new school would be the most positive intervention strategy to maintain the pupil in education.

A MM can be considered when a 'new start' at another school is seen positively by **all** concerned and it has not been used as a threat or punishment by the school. A MM is a negotiated agreement between the school and family. However, it is not the same as the power maintained schools have to direct pupils off site for education to improve his or her behaviour. (**The Education (Educational Provision for Improving Behaviour) (Amendment) Regulations 2012**)

A MM will only take place when the pupil and his/her parents/carers fully understand and agree to the principles of the Managed Move.

A pupil being considered for a Managed Move should be on a Pastoral Support Programme (PSP).

A MM can be considered as an alternative to permanent exclusion although this will be determined by the individual circumstances of each case; schools are not obliged to consider a MM prior to permanently excluding a pupil. A MM is most successful as an earlier intervention for those pupils who are at risk of permanent exclusion.

A MM will not usually be considered for pupils in year 11.

Managed Move Process including timescales:

- a. The process for negotiating the Managed Move is for schools to liaise directly with each other. This allows for an honest and frank dialogue between the two schools and an accurate identification of what the potential difficulties might be with a move. Schools will need to let the Inclusion Panel know when a MM has been agreed and the date that this is due to start.
- b. Schools seeking a Managed Move should take no longer than 10 school days to agree to proceed.

- c. If both schools feel that a Managed Move is an option then they need to follow procedures as detailed in Appendix 1 and ensure that if the Move takes place, that they inform the Inclusion Panel.
- d. The pupil stays on the roll of the home school (school A) until the receiving school (school B) reviews the move and agrees to put the pupil on their own roll. An initial review should be held at 6 weeks to determine whether the pupil will remain on the MM for a further 6 weeks or return to the home school at this stage. If the MM continues to the full duration of 12 weeks, the review at this stage should determine whether the pupil will be admitted onto the roll of school B or whether the pupil will return to their original school.
- e. If a pupil fails to attend at school B for 10 school days (within the first 6 weeks of the MM), it can be deemed that the pupil is not ready for the MM and must return to their original school, the option of a MM to school B can be considered again at a future stage.
- f. If the MM is unsuccessful, the home school (school A) retains responsibility and should plan a reintegration meeting. School A must set up a readmission meeting within 5 school days and inform the parent/s.
- g. If the MM to school B is unsuccessful and the child returns to school A, a second MM may be considered if it is deemed appropriate by the school.

Information to be shared

It is crucial that both schools keep in close communication with each other throughout the process and with the parents/carers of the pupil. Parents/carers should be sent a letter outlining what has been agreed, detailing the arrangements, timescales and expectations. (Parent/school contract)

The home school (school A) needs to provide the receiving school (school B) with the following documentation to ensure that the right support is put in place:

- Pupil's personal file including PSP, IEP, exclusion, monitoring record, including strengths, interests and positives
- Pupil's current curriculum and latest reports
- Target grades and current grades
- All coursework for external exams
- Details of any professionals' involvement and their agencies with full contact details

Financial Arrangements

- Once the managed move is formalised as an admission from School A to School B, School B should invoice School A for the pro rata value of the remaining Age Weighted Pupil Unit. This should apply until the end of the arrangement or the end of the financial year, whichever is the sooner.
- The same applies if the pupil has Top-up funding, the funding moves with the child. Schools should follow the Top-up Funding Guidance document and notify the LA of a change of placement (form C of the TUF guidance).
- Once the Move becomes permanent, the Top-up funding will automatically be allocated to the pupil's new school.
- Pupils eligible for free school meals in School A should be enabled to access them in School B.
- Neither schools nor the LA is liable for funding transport, however in very exceptional circumstances this may be considered.
- At present there is no additional funding (other than moving Top-up Funding if the pupil already has Top-up Funding in place) available from the LA.
- It is not expected that parents will have to incur the extra financial costs of a new uniform during the MM.

Registration and Roll Arrangements

- Pupils who are on a managed move (MM), should be recorded as “dual registered” for the period of the managed move; the home school should be recorded as Dual Main and the receiving School as Dual Subsidiary for the enrolment status. The home school should use the “d” code in the attendance register for the period that the pupil is on a managed transfer to school B. School B should use the full range of attendance codes during this period. Once a managed move is made permanent i.e. both schools are in agreement; then the pupil should be recorded as “C” single current enrolment at School B. At this point School A can delete the pupil from their admissions register in line with Regulation 8 (1) (c) of The Education (Pupil Registration) (England) regulations 2006.

- When a pupil is “dual registered” their attendance and absence is attributed to the school they were scheduled to attend for the session in question. Code D is not counted as a possible attendance in the School Census.

Children with SEND and Looked After Children

If the child has an Educational Healthcare Plan (EHCP) then the proposed move would need to be discussed as part of an annual review. This can be called earlier by the school if required. The school would need to ensure that a SEND Officer is made aware of the review; where possible the SEND officer will prioritise attendance at such reviews.

For pupils with an Educational Healthcare Plans (EHCP), School B will be provided with a copy of the plan and related reports in advance to indicate that whilst on roll of School A, they are currently receiving their education at School B.

School A therefore remains responsible for calling, in conjunction with School B, any Annual Review or Transitional Review (and for drawing up the Transition Plan) that may fall due during the period of move. School A must call an interim Annual Review meeting near the end of a short term move period if the move is proving successful and the placement is likely to be made permanent. The SEND Officer should be informed. The Local Authority will formally consult School B on receipt of these review papers.

Managed moves for looked after children should always be done in conjunction with the allocated social worker for the child and the Virtual School Headteacher. For looked after children, changes of school should be notified through the Welfare Call system as well, so that the new school can access the child's previous Personal Education Plans (PEP). Pupil Premium Plus will follow the child to their new school.

Other considerations

Can a child be excluded during a managed move?

Both school behaviour policies apply to the pupil and as such all disciplinary action should be reported to the home school.

A pupil can still be fixed term excluded whilst on a MM to school B. School B should inform the home school of a fixed term exclusion and provide copies of the exclusion letter to school A.

During the MM If there is a serious breach of either school's behaviour policy; school B should inform school A without delay of the serious breach, it is the responsibility of the Head Teacher at school A to permanently exclude the pupil, as Head Teacher A still maintains overall responsibility for the pupil during the MM period. Head Teacher A should then follow the DFE guidelines for informing parents/carers of the permanent exclusion.

Can a school permanently exclude a pupil because of an unsuccessful managed move?

Schools cannot permanently exclude a pupil because of an unsuccessful managed move. Permanent exclusion should only be used in response to a serious breach or persistent breaches of the school's behaviour policy; and where allowing the pupil to remain in school would seriously harm the education or welfare of the pupil or others in the school.

The decision to exclude a pupil must be lawful, reasonable and fair.

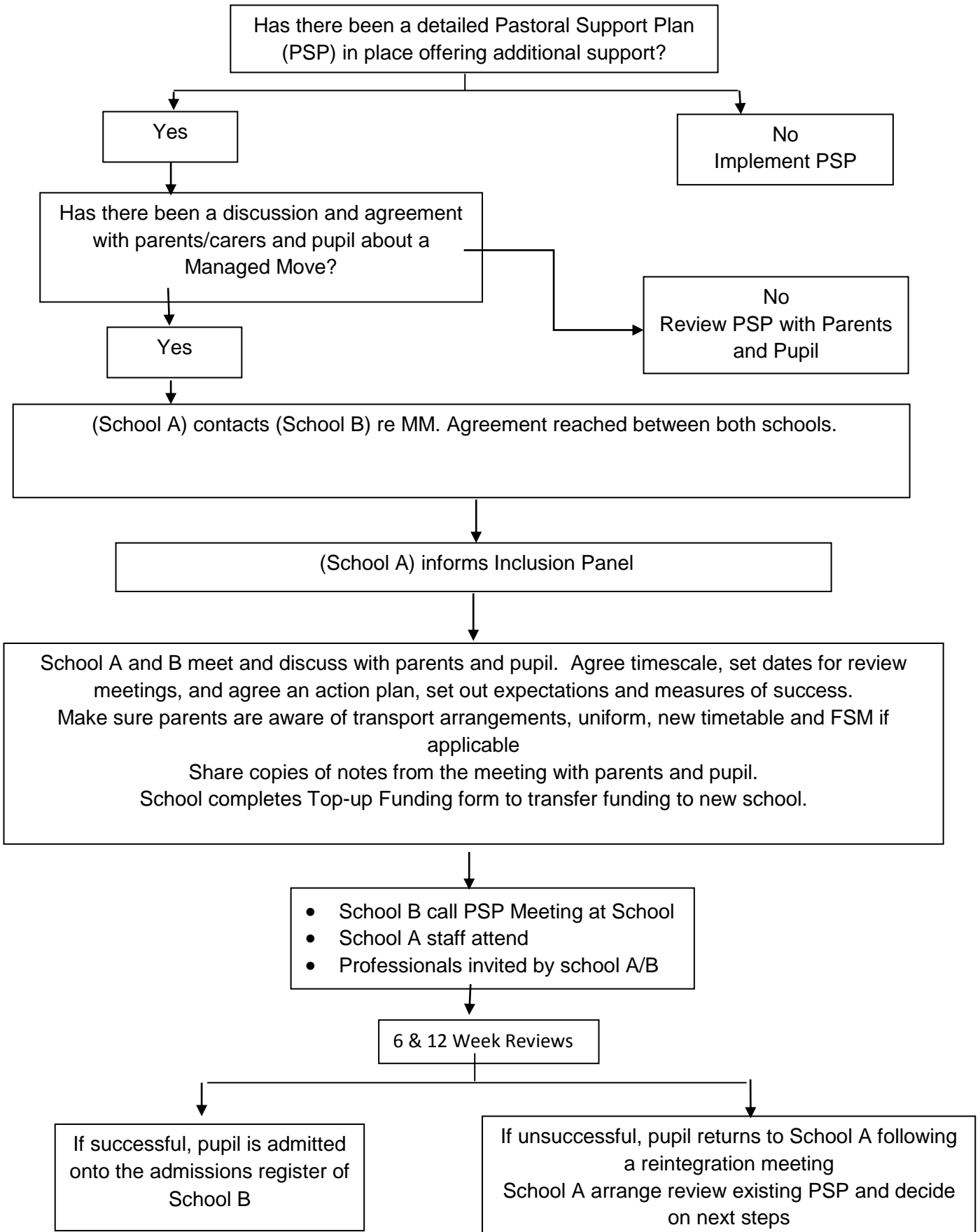
Can a Managed move be used in other situations?

A managed move may also be considered in other situations where a “fresh start” is deemed a positive move by all parties; such instances might be:

- When the relationship between school and families have broken down.
- Complex home circumstances.
- Issues in the community.

Parents/carers can request a managed move, but schools are under no obligation to put a MM in place, similarly schools must not put pressure on parents/carers to take up a MM or use it as a threat.

Appendix 1 - North Somerset Managed Moves Guidelines



Appendix 2-

Managed Move Contract

For use in initial meetings.

Date of meeting:

Pupil name:	Date of birth:
Year Group:	Address:
Current School:	Proposed School:

Reasons for Managed Move:

Parent/carer view:

Pupils view:

What needs to Happen to make the Managed Move successful?

Pupil will:	Parent will:
Home School will:	Receiving School will:

Other agencies involved:

Name of organisation	Name of Contact with contact details
Name of organisation	Name of Contact with contact details

How can they support the managed move?

Transport arrangements

How will the pupil get to the receiving school?

Uniform

Is uniform required for the receiving school?

Start date:

6-week review date:

12-week review date:

Named contact at home school:	Named Contact at Receiving School:
<i>Name of contact include telephone or email</i>	<i>Name of contact include telephone or email</i>

If the Managed move is unsuccessful:

To ensure that the pupil gets the right support during the managed move; the following information will need to be shared with the receiving school:

- **Pupil’s personal file including PSP, IEP, exclusion, monitoring record, including strengths, interests and positives.**
- **Pupil’s current curriculum and latest reports.**
- **Target grades and current grades.**
- **All coursework for external exams.**
- **Details of any professionals’ involvement and their agencies with full contact details.**
- **Free School Meals.**
- **Pupil Premium.**
- **Attendance record.**
- **Any other relevant information to support the Pupil.**

Signatures:

Parent/carer:	
Pupil:	
Home School:	
Receiving School:	
Other:	
Other:	

Copies should be retained by the parent/carer, home school and receiving school.