

Managed Move guidance for schools

The LA has produced this guidance as suggested practice for schools

Definition of a Managed Move

A Managed Move is a **voluntary** agreement between two schools, a child and his/her parents/carers.

It allows a child at risk of permanent exclusion to have a trial transfer to another school on a dual registration basis. The move requires the agreement of the child's parent, the head teacher of the child's current school (the home school) and the head teacher of the receiving school.

Legislation

Managed Moves between schools first appeared in DFE Circular 10/99 as an intervention to be used as part of a child's Pastoral Support Programme, if appropriate, to reduce the risk of the child being permanently excluded.

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 2017) advises school leaders that:

'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.'

Principles

The following principles should underpin all requests for Managed Moves:

- A Managed Move request should be initiated by the child's current (home) school.
- 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.
- All schools must act in a spirit of partnership and collaboration for the Managed Move arrangements to work.
- We recommend that any trial period lasts no longer than 6 weeks.
- Regular reviews and progress reports **must** be undertaken.
- A Managed Move should be a last resort for a Looked After Child and take place only with the support of the Virtual School
- If an alternative school place is being sought for a child with an Education Health and Care Plan, such queries should be directed to the EHCP Team for

consideration through the correct channels and should not be considered under the managed move process.

Criteria

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 social and behavioural needs. It is likely to be a strategy considered in the later stages of a Pastoral Support Plan (PSP) where there is little or no evidence of success.

It is the expectation of the Local Authority 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 home 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 all strategies to avoid exclusion and address poor behaviour.

A Managed Move would NOT normally be appropriate if:

- A parent is seeking a straightforward transfer to another school
- The child is not on a school roll
- 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

The school and family need to share the view that the receiving school is likely to be able to offer something sufficiently different to make the Managed Move viable. This may be the size/location of the school or a new peer group/ teaching team/ curriculum, depending on the issues at the home school.

Procedures

1. Prior to requesting a Managed Move, the Head Teacher should satisfy him / herself that all reasonable steps have been taken to resolve the pupil's difficulties in school. This should include the involvement of support services and there should be an active Pastoral Support Plan (PSP).
2. The Head Teacher must then consult the parents and the pupil about their views on a move to another school at a review meeting as part of the pupil's current PSP. Good practice would be to share the LA parent leaflet on Managed Moves. The school should invite any other relevant professionals.
3. **Schools must not suggest to parents 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 Local Authority.**
4. If parents agree that a Managed Move is appropriate, and written consent is obtained, they should be asked to express a preference for an alternative school (see suggested template). **Parents must be informed that a request for a**

managed move may not always be accepted. Parents should be advised that moves can only be brokered with schools with spaces in the year group, as managed moves cannot take priority over waiting lists for popular schools.

5. When a receiving school has been identified and the parents have agreed, information will be shared with the potential receiving school (see suggested template). A meeting should then be arranged as soon as possible at the receiving school (good practice would be within 2 weeks). Representatives from both schools, parents and the pupil should attend this meeting. If the pupil refuses to engage at this interview he/she will remain at the original school.
6. At the meeting, the following arrangements should be agreed and entered on the request form (see suggested template):-
 - a) The starting date for the move (within 1 week of the meeting)
 - b) The duration of the Managed Move. This should give time for the child to meet the targets set consistently. A suggested length is 6 weeks. In some instances this may increase up to (but not exceeding) 12 weeks if there are specific circumstances identified that would justify exceeding the initial 6 week period.
 - c) Background to the Managed Move request
 - d) Any agreed attendance arrangements; e.g an initial reduced programme may be agreed (if so, notify the LA of reduced timetable)
 - e) Specific reasonable/appropriate targets for the pupil – these should be based on the individual needs of the child; a ‘blanket approach’ for every child would not be deemed to be appropriate. e.g. if attendance is currently low, setting an attendance target of 96% would not be a realistic goal in most cases.
 - f) Other factors that should be considered e.g. any additional learning needs
 - g) Planning the response of the receiving school should instances of poor behaviour occur.
 - h) The dates set for the review meeting(s) if appropriate. For a 6 week duration the review may be in the 6th week, however, if potential issues have been identified as part of the weekly report to the home school, the school should use their professional judgement to decide whether a review should be held prior to the end of the 6 week period.
 - i) Arrangements for recording and reporting actual attendance (the pupil will be dual registered at the two schools and must be registered as such in both schools’ information management systems (MIS) under ‘pupil enrolment status’. The dual registration form should be completed and signed by all parties (see suggested template)
 - j) Any other issues needing clarification e.g. transport, learning support
 - k) The meeting should be minuted in the form of a new Pastoral Support Programme (PSP) and a dual registration agreement drawn up and signed by all parties (suggested template). Where the parent acknowledges difficulties with the child’s behaviour, consideration should be given to establishing a parenting contract.
7. The receiving school must admit the pupil in accordance with the principles outlined in the plan tailored to the child’s individual needs. This might, for example, include mentoring or a period of attendance within a Learning Support

Unit alongside full mainstream school activities for the duration of the managed transfer period.

8. During the trial period of a Managed Move, the receiving school will need to keep a space available for any other school application that may be made.

Views of the child

While it is expected that that child should attend some, if not all, of the Managed Move Meetings and be encouraged to express views freely and honestly, it may be difficult for them to do this. An adult who has a good rapport with the child should find out what he/she thinks about the current situation. It may be useful to have the parent or another adult not employed by the original school to help the child prepare a written statement or complete the questionnaire. (see suggested template)

Registration of Managed Move pupils

If a child is subject to a Managed Move they must be registered as follows:

- If the child is on the roll of school A, an agreement is made that they will attend school B for 6 weeks.
- School A is the main base, record the child as dual registered, and mark the register as D.
- School B is the subsidiary base, record the child as dual registered, and mark the register according to whether or not the child attends.
- If the Managed Move is successful, the child comes off the roll of School A, and is shown as single registered on the roll of school B.

Monitoring

A member of the receiving school staff should meet the child regularly to review his progress towards the Managed Move targets. This gives the child the chance to identify what has gone well and how to replicate success. During the Managed Move the receiving school will also provide the home school with a weekly record of the child's attendance (see suggested template).

The key people who attended the original meeting should be invited to the final 6 week meeting (or review meeting where appropriate).

End of managed move period

At the final review meeting, a decision must be made as to whether the pupil transfers permanently to the receiving school or returns to the original school (preferably during the 6th week if successful). The decision must be reasonable in line with the original targets set for the student at the outset of the trial and any review meetings held during the period.

On the agreed date, the pupil's name must be deleted from the admission register of the original school and shown as single registered on the admission register of the receiving school.

Ending a managed move early

In exceptional circumstances (usually because of significant behaviour problems) the receiving school may wish to end the arrangement before the managed move is completed. If so, the receiving school's headteacher should consult with the original headteacher before confirming this in writing to the parents, specifying the date from which the pupil must return to the original school.

When a managed move is not successful and is terminated, the parent should never be left unclear about where the child is expected to attend because of poor communication. This lack of clarity can amount to unlawful exclusion.

Notifying the LA

The Access and Attendance team must be notified of every managed move and its outcome so that records can be updated. The online form is on the Services to Schools site.

Funding

The Receiving School may wish to negotiate the transfer of funding if the pupil is formally admitted. The appropriate amount would be the balance remaining of the AWPU plus any other amounts such as Special Educational Needs/EHCP funding, according to the agreed current formulae. Schools may want to negotiate the backdating of funds to the beginning of the trial period. It would be appropriate to discuss funding arrangements before the start of the managed move.

Transport

Transport arrangements (if required) must be considered at the planning meeting. The cost of any transport required will either be met by the parent(s) or by the home school.