

Managed Move Protocol

(Revised 6th November 2011)

1. Principles

- 1.1 The statutory guidance: Improving behaviour and attendance: guidance on exclusion from schools and Pupil Referral Units (September 2008) identifies a number of options which may be available to a Headteacher in response to serious breaches of the school's behaviour policy. A managed move to another school to enable the pupil to have a fresh start in a new school is one such response; it enables a pupil (who otherwise would be permanently excluded) to transfer directly to an alternative mainstream school. This should only be done with the full knowledge and co-operation of all the parties involved, including the pupil, parents/carer, governors and the Local Authority, and in circumstances where it is in the best interests of the pupil concerned.
 - 1.2 This protocol seeks to ensure that the pupil's difficulties are fully addressed when such a move is considered, that a school place is identified in collaboration with the parent, schools, Local Authority Exclusions Officer and the Admissions team and that there is appropriate support in place to underpin the move.
 - 1.3 The protocol also seeks to have in place a mechanism to ensure that receiving schools do not admit a disproportionate number of pupils.
 - 1.4 Parents/carers should never be pressured into removing their child from the school under threat of a permanent exclusion, nor should pupils' names be deleted from the school roll on disciplinary grounds unless formal permanent exclusion procedures have been adhered to or unless a managed move has been agreed by all the relevant parties.
 - 1.5 Consideration of a managed move will only come after there has been a number of fixed term exclusions and there has been a graduated response* on the part of the school to addressing the child's needs and after many strategies to maintain the pupil have been in place and evaluated **or** in response to an exceptional one-off incident that would normally result in a permanent exclusion.
 - 1.6 All parties involved, including the pupil, must be in agreement with the managed move and parental preference should be taken into consideration when identifying the new school. Whatever the age of the pupil, he or she should be supported to understand that a fresh start will provide an opportunity for success.
 - 1.7 A managed move has the best opportunity to succeed if ALL members of staff within the new school are fully informed of the arrangements and that any concerns / reservations may be addressed before the child starts. The aim of a managed move should always be to provide the child with a chance to succeed.
- * a graduated response is one where the school has sought to identify the areas where the pupil is experiencing difficulty and has identified appropriate incremental and multi-agency support, including consideration of the need for statutory assessment.

2. Process

- 2.1 Whenever a managed move is being considered, the first action of the Headteacher of the school of origin must be to contact the Local Authority Exclusions Officer.

- 2.2 Following discussion with parent/carer, schools, exclusions officer and admissions regarding the identification of a possible trial school, the parent/carer will be advised to contact the LA Admissions team with up to three preferences. The parent/carer will be asked to complete a simple form to facilitate this. After consideration is given to recent placements at the school, the Head of Admissions will be able to confirm that an approach may be made to the parent/carer's preferred school or, in exceptional circumstances, will consult with colleagues in Inclusion Services to identify an alternative school which may be approached.
- 2.3 The guidance expects that the Headteachers of the school of origin and the school identified for the managed move to contact each other initially. The Exclusions Officer and other members of Inclusion Services are able to support this. Following the success of this contact, Admissions will confirm the managed move to the trial school in writing to the parent/carer.
- 2.4 A multi-agency managed move meeting will be arranged by the Exclusions Officer at the trial school and may be attended by other staff from Inclusion Services. Children and young people at risk of permanent exclusion are deemed a priority for the LA and therefore support is available from Inclusion Services to assist a managed move to succeed. Inclusion Services are able to facilitate access to training which may be identified during these discussions. At this meeting the need for any further action to support the pupil can be identified and this will be reflected in the Pastoral Support Programme (PSP). At this initial meeting the appropriate member of staff from the home school will be expected to be in attendance.
- 2.5 Every child entering a new school on a managed move basis will therefore do so with a PSP, as an outcome of the multi-agency 'managed move' meeting. The Pastoral Support Programme will be reviewed weekly during the trial period and will clearly identify responsibilities. It will be expected that those professionals involved in these arrangements will prioritise their time to attend such reviews.
- 2.6 During the trial period of six weeks the pupil will remain on roll at the home school. He or she will be marked in the home school's register as educated elsewhere. Any breakdown of the new placement during the trial period would not be expected to be responded to by external exclusion. It will be expected that any disciplinary incident occurring during the trial period would be dealt with internally and discussed at the next PSP review meeting.
- 2.7 At the end of the six week trial period, if deemed successful and all parties agree, the pupil should transfer to the roll of the new school. This will be confirmed in writing to the parent/carer by the receiving school. It will be expected that the PSP will remain in place for a minimum of a term following this transfer. This is to ensure support remains in place.
- 2.7 Arrangements for the transfer of the pupil's AWPU will also be made. The Exclusions Officer will send the details of the move to the LA Financial Services Schools' team who will use the calculations for determining the appropriate proportion of the AWPU as set out within the statutory guidance. This change will be identified for both schools in the changes to school budget spreadsheet which is sent to schools on a monthly basis.
- 2.8 Should the managed move be deemed not to have succeeded, the pupil will return to the school of origin. This will be confirmed in writing to the parent/carer by the receiving school.

3. Special Situations

3.1 Where a pupil has a Statement of Special Educational Needs, a request for a change in placement may only be addressed through the Annual Review procedure, if necessary by bringing this forward or by holding an interim review.

3.2 Where a pupil is currently attending a Learning Centre and the pupil, the parent/carer and centre staff identify that it is appropriate to seek a return to mainstream but there are good reasons for this not to be his or her school of origin (where he or she may be dual registered), then a suitable school will be identified through the admissions team and by the In Year Fair Access Protocol. Parents/carers should be advised to contact the Admissions team to express their school preferences. Full information concerning the pupil and their readiness for re-integration will be provided to the Admissions team by the Zone Manager of the Learning Centre. When a school has been identified by the In Year Fair Access Panel, the return will be supported according to the COOSS framework for re-integration and by members of the staff of Inclusion Services as appropriate.

3.3 Transport to school is primarily the responsibility of parents/carers. However it may be appropriate in some cases for the LA to offer support by the provision of transport to enable the pupil to access his or her placement. This will be provided in the cheapest and most appropriate form available and will be decided on a case by case basis by the Exclusions Officer, in consultation with Admissions.

3.4 Parents/carers will be responsible for ensuring that the pupil has uniform and necessary equipment. It is possible that during the trial period the new school may be able to provide second hand items.

3.5 Only in exceptional circumstances should pupils in Years 9, 10 and 11 be considered for a managed move from school to school.

3.6 In cases where a managed move takes the pupil outside his or her catchment area, there is no automatic right of entry to the next school phase within the pyramid of the receiving school. Parents/carers need also to be mindful that there is no guarantee of a place in the receiving school for the siblings of the transferred pupil. In both scenarios application would need to be made through the normal admissions process.

MANAGED MOVE FLOWCHART

