

# **Managed Move Protocol for Worcestershire Schools**

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## Contents

Managed Move Protocol for Worcestershire Schools.....	3
Background .....	3
Context .....	3
Criteria for Managed Moves .....	3
Procedures .....	5
Gathering information .....	5
Views of the child.....	5
Managed Move meetings .....	5
Summary of current support.....	6
Process.....	6
Funding.....	7
Transport .....	7
Managed Move Consent Form .....	8
Managed Move Information Gathering Form .....	9
Views of the Child Form .....	11
Managed Move Initial Meeting .....	12
Managed Move Review (or Emergency Review) Meeting .....	14
SUCCESSFUL Managed Move Outcome Form to be completed by Host School .....	16
UNSUCCESSFUL Managed Move Outcome Form to be completed by Home School .....	17
Sample Letter in the case of a failed Managed Move .....	18

# Managed Move Protocol for Worcestershire Schools

## Background

A Managed Move is a formal agreement between two schools, a child and their parent/carer, that can be used where it is felt a pupil may benefit from a fresh start in another school. It is a strategy that can allow a child that may be at risk of permanent exclusion, to transfer to another school for a period of 10 weeks, to see if a fresh start can prevent a permanent exclusion.

This guidance has been written for use in Worcestershire Schools to ensure that pupils' education is maintained, parents' rights are protected and there is clarity between the schools involved over the responsibility for each pupil.

## Context

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 their 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 procedures will have already been implemented along with all strategies to avoid exclusion and address poor behaviour.

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.

A Managed Move would **not** usually be appropriate when:

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

## Criteria for Managed Moves

- The child is at risk of permanent exclusion.
- The school and family share the view that the home school has, at present exhausted all reasonable strategies to prevent a permanent exclusion.
- The school and family 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 be the size/location of the school or a new peer group/teaching team/curriculum, depending on the issues at the home school.
- There is a clear audit of the child's strengths and capabilities that can form the core of a transition plan in the proposed school.
- The family is committed to supporting the process.

Head teachers should consider the use of Managed Moves in the context of the following:

- The school's behaviour and SEN policies which include a commitment to a range of responses to breaches of the school's behaviour policy e.g. Pastoral Support Plans (PSP) or equivalent and the graduated response.
- 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.'*

Students with an Education Health Care Plan will have a named educational placement as part of their EHCP. If an alternative school place is being sought for a child with an Education Health and Care Plan, such queries should in the first instance be directed to the Local Authority SEND Team for consideration. If it is agreed that a Managed Move may be appropriate, this must form part of an Emergency Interim EHCP Review, if the timing of the students Annual Review does not facilitate this.

A Managed Move should be a last resort for a Child Looked After and should take place only with the support of the Virtual School and the child's Social Worker.

Managed moves should be for a time-limited period of 10 weeks with a minimum of two interim reviews scheduled. There should also be a planned date for a final review at which a decision is made over whether the move can become permanent.

The student must remain on the roll of the home school with a D coding (Dual registered Main) during the managed move period. The attendance register of the receiving school (Dual Registered Subsidiary) must show the actual attendance. It is the responsibility of the home school to gather the attendance information.

The home school must allow the student to return to the school if, after review, the new school is not willing to admit the student on a permanent basis or the arrangements break down in the interim period.

The receiving school can end the arrangement at any time, although it is expected that this is 'review driven'.

If the move is deemed to be a success, at this end of this period, the child will formally transfer to the proposed school and will be placed on roll. If, during this period, the move is unsuccessful, the child will return to their home school. The move requires the agreement of the child' and their parent/carer, the head teacher of the child's current school (the home school) and the head teacher of the proposed school

Managed Moves must be processed using this Protocol to ensure that the Local Authority, child, parent/carers and schools are clear as to who is responsible for the pupil at any time during the process.

When a school has taken a pupil as a result of a successful managed move and the pupil is registered with the receiving school, the outcome record sheet must be completed and

returned via the Children's Services Portal to School Admissions so that the Fair Access Protocol weightings grid can be adjusted. This will also be the case in the event of a failed Managed Move, the outcome record sheet must be completed and returned via the Children's Services Portal so that the weightings grid can be adjusted.

The Local Authority fully supports the strategy to use Managed Moves in order to avoid a permanent exclusion and that this can also be used where pupils experience social and emotional difficulties that prevent them from accessing learning.

## Procedures

The head teacher of the home school should contact the parents to agree the appropriateness of a Managed Move in the first instance. It is important at this stage that parents understand the process and their responsibilities. The Managed Move Consent Form should be completed at this point.

If parents and the child agree that a Managed Move is appropriate, the head teacher is responsible for contacting the head teacher of a proposed school to request the move, setting out reasons why the move might work. This should generally be the next appropriate school to the child's home, unless there are exceptional circumstances. The proposed school can exceed their published admission number to accommodate a Managed Move.

Once a proposed school has agreed to the move in principle, we recommend that the head teachers discuss financial arrangements, uniform, transport etc prior to holding a formal Managed Move meeting.

## Gathering information

Before convening the meeting, the home school will have to gather information to inform the Managed Move Meeting, using the Managed Move Information Gathering Form. This should include:

## Views of the child

While it is expected that that child should attend some if not all the Managed Move meetings and encouraged to express views freely and honestly, it may be difficult to do this during the formal meeting. An adult who has a good rapport with the child should find out what they think about the current situation and what the child would like to achieve in the future. It may be useful to have the parent, or another adult not employed by the original school to help the child complete the form in relation to their views on the move whenever possible.

## Managed Move meetings

Evidence of all previous interventions should be documented including:

- Copies of IEP/PSP/IHCP's
- Behaviour log and consequences.
- Behaviour analysis
- Evaluation of any strategies as part of the graduated response
- Attendance record and support
- Child Looked After Personal Education Plan
- Exclusion data
- KS4 – record of options
- Most recent assessment and attainment data

## Summary of current support

The school will also summarise the support from any relevant agency already supporting the child.

The key aspect of this evidence is the previous and current action on the part of the school to deal with the behaviour. The Managed Move will only make a difference if it can provide something more or new to current provision.

## Process

1. The head teacher should ensure 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). When a head teacher wishes to initiate a managed move, they must first discuss this with the parents and gain their written consent using the Parental Consent Form. The decision about which alternative school to approach should consider parents and student views.
2. Once the Parental Consent Form has been completed, the head teacher should then discuss the transfer with the head teacher of the possible receiving school or raise the matter for discussion at a Fair Access Area Panel meeting.
3. The student and his / her parents should be offered an opportunity to visit the receiving school. The home school will offer to support the visit.
4. Once a receiving school has been agreed a meeting should be arranged between the two schools, the parent(s) carers, the student and other people / agencies as appropriate to the individual case. The home school should provide detailed information about the student, their progress, attainment, behaviour, attendance, curriculum details, special educational needs etc. If a managed move is agreed the appropriate Managed Move Initial Meeting Form should be completed and signed by all parties. Review dates including the final placement review will also be agreed on this form. The final placement review should be within 10 weeks of the start date proposed.
5. The pupil should appear on both registers – the receiving school must complete a Joiners Form on the Children's Services Portal. The home school should mark the register as code D and the receiving school should mark the actual attendance of the pupil in their register. The D code represents a present mark and will identify that the student as dual registered. Please notify School Admissions that the Managed Move is taking place so that the Fair Access Weightings Grid for both schools can be adjusted.
6. Reviews should be planned at the outset, and attended by representatives of both schools, the student, parents/carers and any others involved. It is good practice for a member of the receiving school staff to meet the child regularly to review their progress. This gives the child the chance to identify what has gone well and how to replicate success. The views of the child should be gathered prior to each review.
7. If the receiving school is considering ending the managed move, the head teacher or their representative should hold an emergency review meeting. This should only be done in exceptional circumstances, (usually because of significant behaviour problems). This meeting must include all parties. All parties should agree on whether the Managed Move can continue, and relevant support required for this to happen should be documented as part of that emergency review and actioned.
8. Any termination of the placement must be confirmed in writing to the parent/carer and to the home school head teacher, specifying the date at which the child must return to their home school. (see Sample Letter)

9. At the final review meeting a decision must be made as to whether the child will return to their home school or be admitted to the receiving school on a permanent basis.
10. An extension beyond 10 weeks should only be made in exceptional circumstances. This will necessitate an updated Managed Move Agreement following the above procedures.
11. On the agreed date for permanent admission to the receiving school the student will be removed from the register of the home school and admitted to the register of the receiving school. Any remaining school records should be transferred to the receiving school.
12. The outcome record sheet must be completed and returned via the Children's Services Portal so that the Fair Access Protocol weightings grid can be adjusted to reflect this permanent move.
13. At the point of being taken on roll at the new school associated Pupil Led Funding (pro rata) could also transfer between schools along with the PRG should be transferred to the school with effect from the date of commencement of the managed move. The LA does not arrange or monitor or transfer of any funds between schools, but if schools in the area wished to do so they can make these arrangements themselves.
14. In relation to the 'Fair Access Protocol' a permanent move resulting from a managed move will count as a transfer in (+1 point) and transfer out (+1 point) in relation to the weightings grid.

## 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. At the point of successful Managed Move then School Admissions will redesignate the school for transport purposes. Transport Assistance will be assessed in line with the policy.

## Managed Move Consent Form

Consent to be gained from parent by home school prior to approaching another school for consideration of a Managed Move.

Child's Name and DOB	Home School	
Address	Parent/Carer Address if different	
Parent/Carer Name	Relationship to child	
Does the above Parent/Carer have parental responsibility?	YES	NO
Is there another parent with parental responsibility for a child? Has agreement over the Managed Move been reached?	YES	NO
Does the parent understand the reasons for the Managed Move?	YES	NO
Does the parent agree to a Managed Move?	YES	NO
<p>I agree for the Home school to approach another school to discuss a Managed Move for the above child and understand the reasons for this. I consent to my child's information being shared.</p> <p>Name:</p> <p>Signed:</p> <p>Date:</p>		



## Managed Move Information Gathering Form

Information to be completed by home school and parent prior to Managed Move Initial Meeting.

Child's Name and DOB		Home School		
Date Parental Consent Gained				
Proposed School				
<b>Please tick one box for each category</b> √	<b>Overall Good</b>	<b>Overall Satisfactory</b>	<b>Overall Poor</b>	
Attainment				
Effort				
Attitude to staff				
Attitude to Peers				
Homework				
Reasons for Managed Move – why might a move to this school be successful?				
SEND Level/Category	LAC status	Ethnicity	Attendance	Exclusions (current academic year)
Names of other relevant professionals involved		Current Level of Involvement		

Measures already taken by the school	Level of success
(Key Stage 4) Subjects taken for GCSE and exam board	
Alternative curriculum arrangements currently in place	
<b>Transport – it is the responsibility of the home school to liaise with the parent to ensure that the child will be able to get to the proposed school during the Managed Move period</b>	
How will the child get to the proposed school?	
Has the parent/carer been involved in making transport arrangements for the Managed Move?	
Has the home school provided the parent/carer with assistance to cover the costs of new uniform?	

## Views of the Child Form

Moving schools provides you with an opportunity for a fresh start, learning from the mistakes that have happened in the past. This application provides your new school with an understanding of you and what you want to achieve in the future so that you can make the best possible start. The views of the child should be gathered at each review meeting.

Name and DOB	Date
<b>The things I enjoy most at school are:</b>	
<b>The things I am good at or interest me most are:</b>	
<b>I find the following things challenging:</b>	
<b>I think this new school could support me by:</b>	
<b>Aspirations, what I hope to achieve:</b>	
<b>Signature/Name of Child</b>	

## Managed Move Initial Meeting

<b>Date of Meeting</b>	
<b>Child's Name and DOB</b>	
<b>Address</b>	
<b>Name of Home School</b>	
<b>Home School Representative</b>	
<b>Name of Host School</b>	
<b>Host School Representative including Key Worker and Head</b>	
<b>Parent and Child present</b>	
<b>Reasons for the proposed move</b>	
<b>Why do staff from the home school think the Managed Move might be successful?</b>	

**What needs to happen for the Managed Move to be a success?**

<b>The child will:</b>
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<b>The receiving school will:</b>
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**Named contact and contact details at the Host school for the child and parent/carer:**

**The child's parent/carer will:**

**Other agency commitment to the Managed Move:**

**Managed Move start date and time:**

**Transport Arrangements:**

**Uniform Arrangements:**

**First Interim Review Date:**

**Second Interim Review  
Date:**

**Final Review Date:**

**Attendees Signatures:**

**Parent/Carer:**

**Child:**

**Home School:**

**Host School:**

**Other:**

## Managed Move Review (or Emergency Review) Meeting

<b>Date of Meeting</b>	
<b>Child's Name &amp; DOB</b>	
<b>Address</b> (if this has changed since previous meeting)	
<b>Home School Representative</b>	
<b>Host School Representative</b>	
<b>Parent/Carer</b>	
<b>Progress towards integration:</b>	
<b>School support including level of success to date:</b>	
<b>Issues causing concern and suggestions for improvement:</b>	
<b>Additional Support Required:</b>	

**Additional information:**

**Outcome of review:**

**Date of next meeting:**

**If this is the final meeting, if so, please complete the Outcome Form**

**Attendees Signatures:**

**Parent/Carer:**

**Child:**

**Home School:**

**Host School:**

**Other:**

**If a move is failing prior to a review meeting, an emergency review should be held and documented including reasons for failure and what measures could be put in place to avoid failure, use this Review form to document details and refer back to step 7 of the process.**

SUCCESSFUL Managed Move Outcome Form to be completed by Host School

<b>Child's Name &amp; DOB</b>		
<b>Address</b>		
<b>Home School</b>		
<b>Host School</b>		
<b>Parent/Carer</b>		
<b>Date child placed on roll</b>		
<b>Joiner Form completed on Children's Services Portal</b>	YES	NO

**NB The Home School must notify the LA using the Children's Services Portal (<https://capublic.worcestershire.gov.uk/InYearAdmissions/Homepage.aspx>) by completing a Leavers Form on the Children's Services Portal**



UNSUCCESSFUL Managed Move Outcome Form to be completed by Home School

<b>Child's Name &amp; DOB</b>	
<b>Address</b>	
<b>Home School</b>	
<b>Host School</b>	
<b>Parent/Carer</b>	
<b>Reasons for failure if different to those included in Review form</b>	
<b>What provision has home school put in place for the child to return?</b>	
<b>Date of Return to Home School</b>	
<b>Name of Person Completing this form</b>	

The Host School must notify the LA using the Children's Services Portal (<https://capublic.worcestershire.gov.uk/InYearAdmissions/Homepage.aspx>) that the student has been deleted from their roll under Regulation 8 (1)(c) The Education (Pupil Registration) (England) Regulations 2006.

## Sample Letter in the case of a failed Managed Move

Dear (Name of Parent/Carer)

**(Child's Name and DOB)**

I have today made the decision to end the Managed Move arrangement that was set up with (name of home school and yourself/ves at our original meeting on (date of initial Managed Move Meeting)).

The reasons for my decision are as follows:

- **The reasons for ceasing the Managed Move should be provided in plain English. As is the case of a permanent exclusion, the head teacher should**
  - **make it clear that any key incident has been investigated fully,**
  - **check whether the incident was provoked by racial or sexual harassment,**
  - **allow the child to give their version of events.**

The decision to end the move takes place with effect from (date). I enclose details of the previous warnings, fixed term exclusions and other disciplinary measures that have taken place during the period of the Managed Move, that support my decision.

I have also included details of the support that was put in place to support the Managed Move:

- **Examples would be mentoring/pastoral support**
- **Academic support – adapted curriculum/timetable**
- **Specific behaviour management strategies**

The head teacher of (name of home school and name of head) has been notified of my decision and would like to meet with you to discuss what will happen next. I would ask you to contact them urgently.

Yours sincerely

Head Teacher

Copy sent to: (Head Teacher of home school)

School Admissions