

Slough LA

Managed Move Guidance

January 2024

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1. Definition of a Managed Move

This protocol provides guidance for schools who are considering a Managed Move for a child of compulsory school age.

A managed move is a **voluntary** agreement between schools, parents/carers and a pupil, for that pupil to change school or educational provision under controlled circumstances. Managed moves are often used as an alternative to permanent exclusion;

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 (the host school).

2. Legislation

It is no longer possible to have a trial period built into a managed move and that managed moves are used to "*initiate a process which leads to the transfer of a pupil to another mainstream school permanently*".

The DfE's view is that the law does not allow for 'trial admissions', and it is our understanding that, if the managed move breaks down, the DfE are treating the removal of the pupil from the roll of the trial school as an unlawful exclusion.

It is the view of the DfE that if a trial period is required, there should be a "direction off-site", and that a managed move could be offered, after an off-site direction has initially been used.

Current government guidance (Suspensions and Permanent Exclusion Guidance September 2023) advises school leaders that:

A managed move is used to initiate a process which leads to the transfer of a pupil to another mainstream school **permanently**. Managed moves should be voluntary and agreed with all parties involved, including the parents and the admission authority of the new school. *However, the threat of exclusions must never be used to influence parents to remove their child from the school'*

Managed moves should only occur when it is in the pupil's best interests.

If a temporary move needs to occur to improve a pupil's behaviour, then off-site direction should be used and NOT a managed move.

3. Rationale

Managed Move is a formal agreement between two schools, a child and his/her parents / carers. It provides an opportunity for a child at risk of permanent exclusion or with significant attendance issues to have a fresh start in a new school.

4. Criteria

It is the expectation of the Local Authority that a Managed Move should be considered prior to a permanent exclusion being implemented. 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 should be offered as part of a planned intervention and may be suitable in the following circumstances:

- Where a pupil refuses to attend their current school
- Where a pupil is at risk of permanent exclusion from their current school (i.e. pupils posing a risk to the welfare of other pupils at the current school)
- Where the opportunity for a fresh start in a new school would be of benefit to the child
- Parents/carers are in full agreement and supportive of the process
- Where a pupil has reached the threshold for a PEX, that exclusion has been issued but a Managed Move has been agreed between schools and all relevant stakeholders.
- Where a pupil has Special Educational Needs (SEN) and is not making progress at their current school or the school is unable to meet the pupil's needs.

A Managed Move would NOT be appropriate in the following circumstances:

- Where a straightforward transfer to another school is being sought by the parents/carers
- Where the pupil has a history of persistent absence
- The child is not on a school roll
- It would not ultimately be of benefit to the child

5. Managed Move Process

As managed moves are voluntary agreements, there is no statutory scheme governing their use and limited guidance on how the process should work. However, best practice suggests that there should be a number of clear stages as detailed below:

1. A Managed Move may be agreed between headteachers of any equivalent school within Slough LA and with any other LA.
2. Prior to arranging a Managed Move, the headteacher of the home school should ensure that all reasonable steps have been taken to support the child's needs in school. This should include the involvement of external support agencies, where appropriate.
3. The headteacher of the home school must ensure they have sought the views of the parents/carers and child to agree the appropriateness of a Managed Move.

4. If the parents are in agreement with a Managed Move, the headteacher of the home school is responsible for contacting the headteacher of the new school to request a Managed Move.
5. Once the new school has agreed to the Managed Move, a meeting should be arranged at the new school including representatives from both schools, parents/carers and the child.
6. It is expected that the child attends the Managed Move meetings to enable them to express their views, however, it may be difficult for them to do so. In these circumstances, in order to ensure the voice of the child is heard, an adult who has a good relationship with the child should gain his/her views prior to the meeting and act as their advocate within the meeting.
7. It would be appropriate for the existing headteacher to discuss funding arrangements before the start of the Managed Move with the new headteacher (e.g. transport arrangements, Free School Meals, Pupil Premium).

At the meeting, the following should be agreed and a managed move agreement drawn up:

- The start date for the Managed Move
- Support arrangements for the child in the new school including SMART targets. This should address any additional learning needs of the child (the new school will need to be prepared to commit additional resources to support the Managed Move, as appropriate)
- Any other arrangements needing clarification (e.g. transport)
- The Managed Move agreement form is completed and signed by all stakeholders (See Appendix A).
- Inform the LA and send paperwork (see Link to Slough LA Fair Access Protocol below)

6. Link to Slough LA Fair Access Protocol (FAP)

The headteacher of the home school should inform the Local Authority of the agreed Managed Move and send the relevant paperwork (see appendix A). The Managed Move will be an agenda item at the next Fair Access meeting.

7. External Support and Data Sharing

There are a number of external support agencies involved in the FAP panel and placements. The purpose of this is not only to ensure children are placed in schools as soon as possible but that any further issues may be identified where the child or family could benefit from available external support.

To this end data may be shared with agencies recommended by the board that would be of benefit to children and families that are discussed at FAP panel meetings.

8. Registration of Managed Move pupils

If a child is subject to a Managed Move they must be registered on roll at the new school from the agreed start date.

9. Funding

It would be appropriate to discuss funding arrangements before the start of the Managed Move. 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.

10. Local Authority's Responsibilities

The role of the Local Authority is to provide best practice advice and assist schools to liaise with relevant agencies. Effective information sharing is vital between schools and the Local Authority to ensure that all children of compulsory school age are safe and receiving a suitable education.

The LA will have an overview of Managed Moves across the LA and ensure that it is able to facilitate any further interventions or referrals to other agencies to support families where appropriate. (see section 13)

11. Schools' Responsibilities

Schools must inform the Local Authority when a child is removed or added to their register.

Schools must ensure all Managed Moves are recorded via the Fair Access panel.

For a child with an Education Health and Care Plan, the host school will need to liaise with the child/young person's SEN Case Officer in the first instance; the Case Officer can provide advice and support regarding the process.

For a Child Looked After the host school will need to liaise with the Virtual School.

12. Local Authority Contact

The contact at the LA for all Managed Moves is Paula Doneghan, In-Year and Fair Access Team Leader fairaccess@slough.gov.uk

APPENDIX A - MANAGED MOVE REQUESTS

PART 1 – to be completed by the 'home' school

PUPIL PERSONAL DETAILS (please complete in BLOCK CAPITALS)

Surname: _____

Forename(s): _____

Male/Female: _____ Date of Birth: _____ Year Group: _____

Is this a Child Looked After? Yes No

If yes any move would be considered by the Virtual School.

SEN Stage:

If the pupil has a statement/EHCP any move would be considered by the SEN Team.

LA Officer _____ Date of Statutory Interim Review _____

Does the child receive Free School Meals? Yes No

Permanent Home Address: _____

Parent(s)/Guardian(s): Father: _____
Mother: _____
Guardian: _____

Telephone Number(s): Home: _____
Mobile: _____
Work: _____

Previous Schools Attended:

_____ From _____ To _____
_____ From _____ To _____
_____ From _____ To _____

Current School: _____ Start Date: _____

MANAGED MOVE REQUESTS

Incidents in school that have given rise to concern:-

Please tick

| | |
|--|--|
| Physical assault against adult | |
| Physical assault against pupil | |
| Bullying | |
| Sexual Misconduct | |
| Damage | |
| Persistent Disruptive Behaviour | |
| Verbal Abuse/Threatening Behaviour against pupil | |
| Verbal Abuse/Threatening Behaviour against adult | |
| Racist Abuse | |
| Drug/Alcohol Related | |
| Theft | |
| Non-attendance | |
| Other (Please add detail) | |

Please briefly outline what support mechanisms have been put in place prior to referral.

School Contact and Responsibility: _____

MANAGED MOVE REQUESTS

ACADEMIC ABILITY

Please comment upon the student's progress in the following subjects.

KS3:-

| SUBJECT | CURRENT ATTIANMENT | KS2 SATS LEVELS |
|----------------|---------------------------|------------------------|
| English | | |
| Maths | | |
| Science | | |

KS4:-

| |
|--|
| GCSEs /BTECs/Other qualifications currently being undertaken by the pupil. Please include details of specification and options. Exam Boards |
| |
| Current assessment of performance – please indicate most recent assessment results. |
| |

Other Agency Involvement (please specify)

Who?

When?

Outcome?

Has an Early help Assessment been completed? If so when?

Please provide, where appropriate, copies of latest :-

- **Individual Education Plan (IEP)**
- **Personal Support Plan (PSP)**
- **Behaviour Support Plan (BSP)**
- **Risk Assessments**
- **Parent contract**
- **Recent Certificate of Attendance**
- **Any other information that might support the Managed Move**

Date: _____

MANAGED MOVE REQUESTS

PART 2 – *to be completed by the parent/carer*
Please tick the appropriate boxes below

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 have decided that a Managed Move to an alternative school or provision is my preferred option.

I would like to express a preference for my child to be moved to the following school:-

Preference:

You may, if you wish, give reasons for your preference below:

Parent(s)/Guardian(s) Signature:

Date: _____

Date: _____

MANAGED MOVE REQUESTS

PART 3 – *to be completed by the new school / provision*

Name of School / Provision:

Starting Date for the Managed Move:

Any Agreed Attendance Arrangements:

Specific reasonable/appropriate targets for the pupil (*these should be based on the individual needs of the child*)

Other Issues (*e.g. learning support, outcomes should poor behaviour occur*):

Signed: _____ **Head Teacher**

Signed: _____ **Parent(s)/Guardian(s)**

Signed: _____ **Pupil**

Date of Agreement: _____

My thoughts about school

Name:

Date:

The things I like best at school are:

The things I am good at or interest me are:

The things I don't like about school are:

I think school would be better for me if:

I would like a Managed Move because: