



Northamptonshire
County Council

Guidance For Managed Moves

September 2018

Review September 2019

1. INTRODUCTION

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 2017) advises school leaders that:

*'A pupil can transfer to another school as part of a 'managed move' where this occurs with the consent of the parties involved, including the parents. **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.

Schools are not required by the Department for Education to use Managed Moves. This document includes the LA's recommendation for the use of Managed Moves and outlines where schools can access support to implement and monitor them.

Following the consultation on the Education (Pupil Registration) (England) (Amendment) Regulations 2006, amendments came into effect on 1st September 2016, placing an emphasis on the need for improved collaboration, communication and information sharing between schools (including independent schools) and LA's. The consultation which was launched in 2015 identified inconsistent practices which in turn highlighted poor communication and coordination between schools and LA's. This raised serious concerns about safeguarding issues with children being potentially exposed to the risk of harm, exploitation or radicalisation.

Effective information sharing between parents, schools and LA's is vital in ensuring that all children of compulsory school age are receiving a safe and suitable education. There is a duty on the LA to make arrangements for ensuring the functions conferred on them are exercised with a view to safeguarding and promoting the welfare of children. For this reason, Northamptonshire County Council has revised their processes (which are outlined within this document) to reflect the above amendments.

Definition of a Managed Move

A Managed Move is defined as a formal 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 proposed school. School leaders will need to ensure that such provision is outlined in the relevant school policies e.g. admissions, behaviour and attendance.

The context for Managed Moves

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. We recommend that any trial period lasts no longer than 12 weeks. 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.

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**

2 PRINCIPLES

The following principles underpin all requests for Managed Moves:

- All schools must act in a spirit of partnership and collaboration for the Managed Move arrangements to work. Regular reviews and progress reports **must** be undertaken.
- A Managed Move request should be initiated by the child's current (home) school (*This should not occur if a parent has applied for an alternative school place*).
- 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.
- A Managed Move must form part of either the pupil's Pastoral Support Programme (PSP), Individual Education Plan (IEP) or Personal Education Plan for Looked After Children (PEP).



- Please note that 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.

3 CRITERIA FOR MANAGED MOVES

In both of the following criteria the school and family need to 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 particular issues at the home school.

a) Behaviour

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 school should be able to demonstrate that all other preventative strategies have been exhausted. The schools own interim procedures will have already been implemented along with all strategies to avoid exclusion and address poor behaviour.

b) Attendance

Where a pupil is not attending school and the causes of the non attendance have been fully investigated by the school and the school has reached the stage of a parent contract, at this stage a managed move could be considered if deemed in the best interest of the child by all parties (school, parent and child).

4 PROCEDURES

- 4.1 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; a PSP or IEP should be in place and active.
- * Please refer to the Educational Inclusion & Partnership Team (EIP) website: www.northamptonshire.gov.uk/schex for information on supporting students at risk of exclusion (including the Behaviour Toolkit).
- 4.2 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 pupils current PSP or IEP
- * good practice would be to share with them the LA Guidance and the parents leaflet entitled 'Managed Move Guide for Parents'.

The school should invite any other relevant professionals (eg for pupils in care).

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 (Educational Inclusion & Partnership Team) with the option of referral to DFE and/or Secretary of State.

- 4.3 If parents agree that a Managed Move is appropriate, and written consent is obtained, they will be asked to express a preference for an alternative school (appendix 1 part B).
Parents must, however, be informed that a request for a managed move may not always be accepted and also that any transport requirements are the responsibility of the home school and the parent.
- 4.5 When a receiving school has been identified and the parents have agreed, information will be shared with the potential receiving school (see Appendix 1, part A).
A meeting will 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.
- 4.6 At the meeting, the following arrangements should be included on the request form (Appendix 1, part C):-
- The starting date for the move (within 1 week of the meeting)
 - 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 in total unless there are specific circumstances identified that would justify exceeding the initial 6 week period
 - Background to the Managed Move request
 - Any agreed attendance arrangements; eg an initial reduced programme may be agreed
 - 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. eg. if attendance is currently low, setting an attendance target of 96% would not be a realistic goal in most cases.
Other factors that should be taken into account e.g. any additional learning needs
 - Planning the response of the receiving school should instances of poor behaviour occur.
 - 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.
 - 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’.
 - See DFE guidance
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/564599/school_attendance.pdf
The dual registration form should be completed and signed by all parties (see Appendix 2)
 - Any other issues needing clarification e.g transport, learning support

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 (Appendix 2).

Where the parent acknowledges difficulties with the child's behaviour, consideration should be given to establishing a parenting contract.

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 Appendix 3)

A 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.

Monitoring:

A member of the proposed school staff will normally 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 proposed school will also provide the home school with a weekly record of the child's attendance (see Appendix 4).

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

- 4.7 Head Teachers must notify the School Admissions Team and EIP Team once the managed move has been agreed, to ensure that the child's record is updated.
- 4.8 In exceptional circumstances, usually as a result 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 Head Teacher should consult with the original Head Teacher before confirming this in writing to the parents, specifying the date from which the pupil must return to the original school.
In this instance, EIPT should also be informed of the decision and the reasons for the decision to terminate the arrangement.
- 4.9 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 but no later than 12 school weeks from the start date)



- 4.10 On the agreed date, the pupil's name must be deleted from the admission register of the original school and added to the admission register of the receiving school. Admissions must be notified of a successful managed move, so that pupil numbers at each of the schools in question can be updated.

EIPT must also be made aware of the successful managed move so that records can be updated.

5 FUNDING ARRANGEMENTS

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.

6 TRANSPORT ARRANGEMENTS

- 6.1 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.
- 6.2 Any transport arranged by the school should be commissioned by the Integrated Transport Management Unit (ITMU) within Sustainable Transport who organise all home to school transport for the County Council.

** In this Guidance, 'parent' includes any person who has 'parental responsibility' for a child and anyone who currently has actual care of the child.*

Appendix 1

MANAGED MOVE REQUESTS**PART A** – 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 Looked After Child? Yes/No (*delete as applicable)

Does the child receive Free School Meals? Yes/No (*delete as applicable)

Permanent Home Address: _____

_____**Parent(s)/Carer(s):**

Father: _____ Tel: _____

Tel: _____

Mother: _____ Tel: _____

Tel: _____

Guardian: _____ Tel: _____

Tel: _____

Current School:

_____ Start Date: _____

Previous Schools Attended:

_____ From _____ To _____

_____ From _____ To _____



From _____ To _____

MANAGED MOVE REQUESTS

Incidents in school that have given rise to concern:-

Physical Assault against Pupil

Verbal Abuse/Threatening

Behaviour against Pupil

Physical Assault against Adult

Verbal Abuse/Threatening Behaviour against Adult

Bullying

Racist Abuse

Sexual Misconduct

Drug / Alcohol Related

Damage

Theft

Persistent Disruptive Behaviour

Non Attendance

Please briefly outline what support mechanisms have been put in place prior to referral, using the LA's guidance on interventions found on the NCC webpage Attendance & Behaviour – www.northamptonshire.gov.uk/schex or contact and discuss with the Educational Inclusion & Partnership Team.

School Contact and Responsibility:

Other agencies currently involved:

- Pupil referral unit Contact: _____
- Educational Psychology Contact: _____
- Social Services Contact: _____
- YOS Contact: _____

CAMHS

Contact: _____

Other(s) (please specify)

Contact: _____

Contact: _____

MANAGED MOVE REQUESTS

ACADEMIC ABILITY

If KS4 please give details of GCSE's / other formal qualifications currently being undertaken by the pupil.

SUBJECT	NC working at level	Target level	Comment
English			
Maths			
Science			
ICT			

Any other relevant information:

**Please provide copies of: Latest IEP / PSP/BSP
Risk Assessment
Parent contract (if relevant)
Recent Certificate of Attendance**

I can confirm that this request has been made with the belief that a managed move would be of direct benefit to the child.

Signed: _____ (home school contact)

Date: _____

MANAGED MOVE REQUESTS

PART B – *to be completed by the parent(s) 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 have read the NCC Fact Sheet - Managed Move Guide for parents.

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:

I understand that this a request and that this does not guarantee an offer of a managed move but truly believe it would be in the best interest of my child.

Parent(s)Carer(s) Signature

_____ Date: _____

_____ Date: _____

MANAGED MOVE REQUESTS

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

Name of School / Provision: _____

Starting Date for the Managed Move: _____ **Duration:** _____

Background to request (why would it be beneficial for the child):

Any Agreed Attendance Arrangements:

Specific reasonable/appropriate targets for the pupil:

Other factors that should be taken into consideration (e.g. learning support, home life):

Transport Arrangements:

Receiving school response to the instance of poor behaviour:

Arrangements for recording and reporting actual attendance:

Proposed end Date for the Managed Move Period: _____

Proposed date for review meeting: _____

By signing the below you are confirming that the managed move is believed to be beneficial and not detrimental in any way.

Signed: _____

Head Teacher

Signed: _____

Parent(s)/Carer(s)

Signed: _____

Pupil

Appendix 2

MANAGED MOVE

Dual Registration Agreement

Subject:

Address:

This agreement specifies the registration, admission, attendance and support arrangements for *(Pupil)*.

Its purpose is to enable *(Pupil)* to make a fresh start at a new school and to make specific arrangements to support his/her integration.

1. *(Pupil)*'s name remains on the admission register of *(Name Original School)*.
2. *(Pupil)* attends *(Name New School)* full/part time from *(Date)* On a dual registration arrangements.
3. Both schools, parents, *(Pupil)* and other agencies where appropriate work in partnership to draw up a Pastoral Support Programme.
4. *(Pupil)*'s progress will be reviewed on *(date of review)* by all parties and his/*her* Pastoral Support Programme amended according to the recommendations of the review meeting.
5. (i) Until such a time as *(Pupil)*'s name is placed on the admission register at *(Name New School)*, and *(Pupil)*'s behaviour warrants a fixed period exclusion, the decision to exclude rests with the Head Teacher of *(Name New School)*.

(ii) If the behaviour is extreme, the receiving school Head Teacher may end the managed move at which time parents, original school, School Admissions and EIPT will be informed in writing of the date the pupil will return to the original school.
6. A decision will be taken at the end of **(6)** weeks from the start of these arrangements as to the future registration of the *(pupil)* at *(name new school)*

SIGNED:

Parents

Pupil

Head Teacher (Original School)

Head Teacher (Receiving School)

.....

Date of Agreement

Appendix 3

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:	

Appendix 4

Progress report to home school

Please email to 'home' school weekly, as per managed move protocol

To: _____ (contact at home school)

From: _____ (contact at receiving school)

RE: Name of pupil: _____

DOB: _____ **NCY:** _____

Attendance record

Week beginning: _____

Please use attendance codes as per DfE guidance

	AM	PM	Notes (e.g. lates, achievement points, behaviour points, detentions, concerns)
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

Signed: _____

Name: _____

Role: _____

Date: _____

Please also send a copy of this form to the Educational Inclusion and Partnership Team – ees-admin@northamptonshire.gov.uk