



# Managed Move Guide for Parents

## What is Managed Move?

A managed move is a formal transfer of a child from one school to another. It can only happen when both schools, the child, their parent/carer agree to the move. It is used to help individual children to remain in school and successfully complete their education.

Current government guidance states that parents should never feel pressured into removing their child from a school under threat of a permanent exclusion (Guidance on Exclusion from Maintained schools, Academies and Pupil Referral Units in England 2012).

## When should a Managed Move be set up?

A managed move could be set up if your child has been identified as being at risk of exclusion or has significant attendance issues.

The school will already have tried other strategies to support you and your child but the risk of exclusion or disaffection remains.

## Who will be involved in setting up a Managed Move?

The managed move is co-ordinated by the head teachers of both schools. If both schools agree, a meeting is set up at the proposed school with the senior staff from both schools, the child and the parent/carer. Wherever possible the meeting should be held within the normal school working day.

Parents are a crucial part of the success of a managed move and school staff will try to arrange a time when you can attend the meetings.

## Should my child come to the meetings?

You will be able to agree with school staff whether your child should be present for the whole meeting or join in towards the end. Generally children at secondary schools attend the whole meeting.

## Preparing for a Managed Move meeting

Before any managed move takes place, think about the benefits it may offer your child, such as a fresh start. Consider what support will be needed to make your child's move a success. Talk with your child and ask them if they know who else may be involved in their transition, what those others will be doing and what they will expect from your child. It may be necessary to remind your child that a managed move is meant to be something positive and that your child will be supported throughout.

## What will happen at the first meeting?

At the initial meeting everyone will consider the positive points and main concerns. Everyone present will have the opportunity to have their say and will be expected to offer some positive contribution to the managed move. Central to the move is support and for any such move to be successful your child will need to make a commitment to meeting key behaviour and/or attendance targets. Everyone will sign the Managed Move agreement which outlines what is to be done, by whom and when.

\*please note that any transport requirements are the responsibility of the home school and the parent.



## How long will the Managed Move last?

A managed move can run for up to 12 weeks. The meeting can decide on how long they think is appropriate to allow your child the opportunity to settle into the new school and show progress. A formal review is held at around the half way point with a final review at the end. During this time your child will remain jointly registered with both schools.

## How will we know if the plan is working?

A member of the school staff will normally meet your child regularly to review his/her progress. This will give your child the chance to talk about what has gone well and how to continue to be successful. The key people who attended the original meeting will be invited to the midterm review and the final review to talk about your child's progress and attendance, any concerns about the placement, the support in place and any new strategies to help your child settle at the new school.

After the final review, if the managed move has been successful, your child will transfer to the new school permanently.

## What if the Managed Move is not successful?

The Head Teacher of the proposed school can end the move at any time if the managed move is not working. This would mean that your child would normally return to his/her home school. Details of what will happen if the managed move fails will be agreed at the initial meeting.

## Admissions Applications

If you have submitted an application to NCC to change schools, the School Admissions team will process your application. If you have discussed and agreed to a managed move, then you should inform School Admissions (in writing) that you have accepted a managed move so that your application can be closed, as managed moves are an agreement between two schools and not the Local Authority.

## Further Information

Further information about Managed Moves can be found on <https://www3.northamptonshire.gov.uk/councilservices/children-families-education/schools-and-education/information-for-school-staff/pupil-support-and-inclusion/attendance-and-behaviour/Pages/managed-moves.aspx>

If you would like to discuss the Managed Move process please complete the contact form at:

[https://northamptonshire-self.achieveservice.com/service/Contact the Educational Inclusion and Partnership Team#\\_ga=2.175700130.1431512283.1535453016-982582781.1478687229](https://northamptonshire-self.achieveservice.com/service/Contact%20the%20Educational%20Inclusion%20and%20Partnership%20Team#_ga=2.175700130.1431512283.1535453016-982582781.1478687229)