

# **Guidance on Managed Moves within Calderdale Primary Schools**

Reviewed June 2015

## **Guidance on Managed Moves for Calderdale Primary schools and Academies**

## Support services.

Managed Moves between schools first appeared in DfES 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 2012' 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.'

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.

### Managed moves between schools are required to comply with the School Admissions code 2012:

3.9 Each local authority must have a Fair Access Protocol, agreed with the majority of schools in its area to ensure that – outside the normal admissions round - unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible.

Also

### DfE Exclusion from maintained school, Academies and Pupil referral units in England 2012

"14. Maintained schools have the power to direct a pupil off-site for education to improve his or her behaviour 5. A pupil 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. However, the threat of exclusion must never be used to influence parents to remove their child from the school".

A managed move:

- is a transfer of a pupil from one school to another school. it may provide a fresh start for a pupil and may be a successful way of meeting the pupil's needs. The protocol on managed moves supports pupils who are vulnerable to repeat exclusion, disaffection and non attendance as a result of Social and emotional circumstances.
- should be suggested as a last resort, an alternative to a permanent exclusion, or when there has been a breakdown in relationship between the school and family.
- must only be considered when the current school feels that it has exhausted all possible options to meet the needs of the pupil.

**When a pupil has an SEN statement / EHC Plan or is looked after by the LA or where there is support from, for example health or care services, those services must be actively involved in review/planning meetings prior to and throughout the managed move.**

Calderdale Secondary schools have successfully engaged in the Behaviour and Attendance Collaborative (BAC) for several years and all managed moves are discussed in this arena. As a result of this managed moves are shared out amongst schools and the numbers of permanent exclusions have reduced significantly.

In the primary schools sector, there are three BACs, which are working to support each other. Care should be taken to consider a number of factors before offering a place to a primary school pupil on a Managed move basis to ensure the highest possibility of success.

- When families have other children attending the same school, ie, getting the children to school on time without the means of independent travel.
- Small schools lack of facilities to offer time out/ quiet areas and the ability of providing 1:1 support.
- It would be beneficial for the school requesting a managed move to consider practical support to one and other.
- Some local area's have capacity issues to offer a place.

Schools should agree to abide by the decision of their BAC Panel and acknowledge that being up to their published admissions number does not preclude them from admitting a pupil. However, the school's current circumstances and the previous numbers of managed moves into that school will always be taken into consideration.

This protocol cannot override the statutory right of parent/carers to express a preference for any school and it does not change the parent/carer's right to apply for a place at another school. If that school has places, the Admission Authority has a statutory duty to comply with parental preference. If a parent/carer does not wish to consider a move under this protocol they cannot be forced to do so.

## Principles

- **The needs of the young person should be paramount.**
- Managed moves should only take place if the pupil's parents/carers are in agreement and the pupil is willing to transfer and attend the new school.
- There should be a written agreement summarising the arrangements for each managed move, using the form on page 8.
- Managed moves should be for a time-limited period of no more than 6 – 8 school weeks, with a regular, recorded review, involving all parties. There should be a planned date for a final review at which a decision is made over whether the move can become permanent.
- **The pupil must remain on the roll of the home school during the managed move period** and the attendance register must be maintained at the home school with the receiving school providing attendance information at least weekly.
- The home school must retain responsibility for the pupil if, after review, the new school is not willing to admit the pupil on a permanent basis.
- The receiving school, in discussion with the home school, can end the arrangement at any time. An official review should follow with schools, pupil and parents / carers and appropriate agencies to agree a plan for the pupil.
- Multiple managed moves are unlikely to address a pupils behaviour issues and should be avoided.
- Pupils attending an Alternative Provider, eg. A respite placement at the PRU, should remain on the roll of their school. This is not a managed move.

## Procedures

The flowchart on page 7 summarises the procedures to be followed. The numbers relate to the boxes on the flowchart.

1. When a head teacher wishes to initiate a managed move they must first discuss this with the parents. The decision about which alternative school to approach will be made jointly by all parties involved. Parents may be asked to indicate a preference. For a Looked After pupil the pupil's social worker and Virtual Schools should also be consulted. If the child has an EHC plan the SEN Team must be involved.
2. The Head teacher can discuss the Managed Move at the BACs meeting (either in their own locality or with one in another locality if appropriate and considered in the child's best interests) or with a Headteacher of a possible receiving school. This can take place either before or after consultation with parents to ascertain their preferences.

3. The pupil and his/her parents should be offered an opportunity to visit the receiving school prior to the intended start date of the managed move.
4. When an agreement has been reached between two schools a meeting should be arranged between the two schools, parents and pupil and any other agencies as appropriate to the individual case. The home school should provide detailed information about the pupil: progress, attainment, behaviour, attendance, special educational needs, CAF etc. Safeguarding information such as risk assessments and child protection information should be discussed and shared in an appropriate manner.
5. If a managed move is agreed the Managed Move Agreement Form on pages 9-10 should be adapted / completed and signed by all parties. This will include the dates for interim and final placement reviews. The final placement review should be within 6 – 8 school weeks maximum of the start date proposed. Data on Managed Moves is collated via the BAC meetings.
6. Arrangements for marking of registers must be agreed. The receiving school should record the pupil's attendance and report this to the home school by fax on a weekly basis. Both schools should record the attendance on the official register using the code for 'D' for 'Dual registered, unless the pupil is absent, in which case use the appropriate code. If the pupil is excluded fixed term during a managed move the exclusion module of SIMS must be completed and the register marked with 'E'. The home school will still record 'D' in this instance so that the exclusion is not double counted. A print out of the register must be sent to the home school if the pupil returns.
7. Reviews should be planned and attended by representatives of both schools, the pupil, parents and any other agencies. Reviews should be minuted and documented evidence kept, such as records of behaviour, achievements, progress and incidents.
8. If problems arise or the receiving school is considering ending the managed move, the head teacher should hold an urgent review meeting with schools, pupil and parents / carers and appropriate agencies to agree a way forward for the pupil. The meeting should be minuted.
9. Any termination of the placement must be confirmed in writing to the parent(s) and to the home school head teacher, specifying the date at which the child must return to their home school.
10. 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

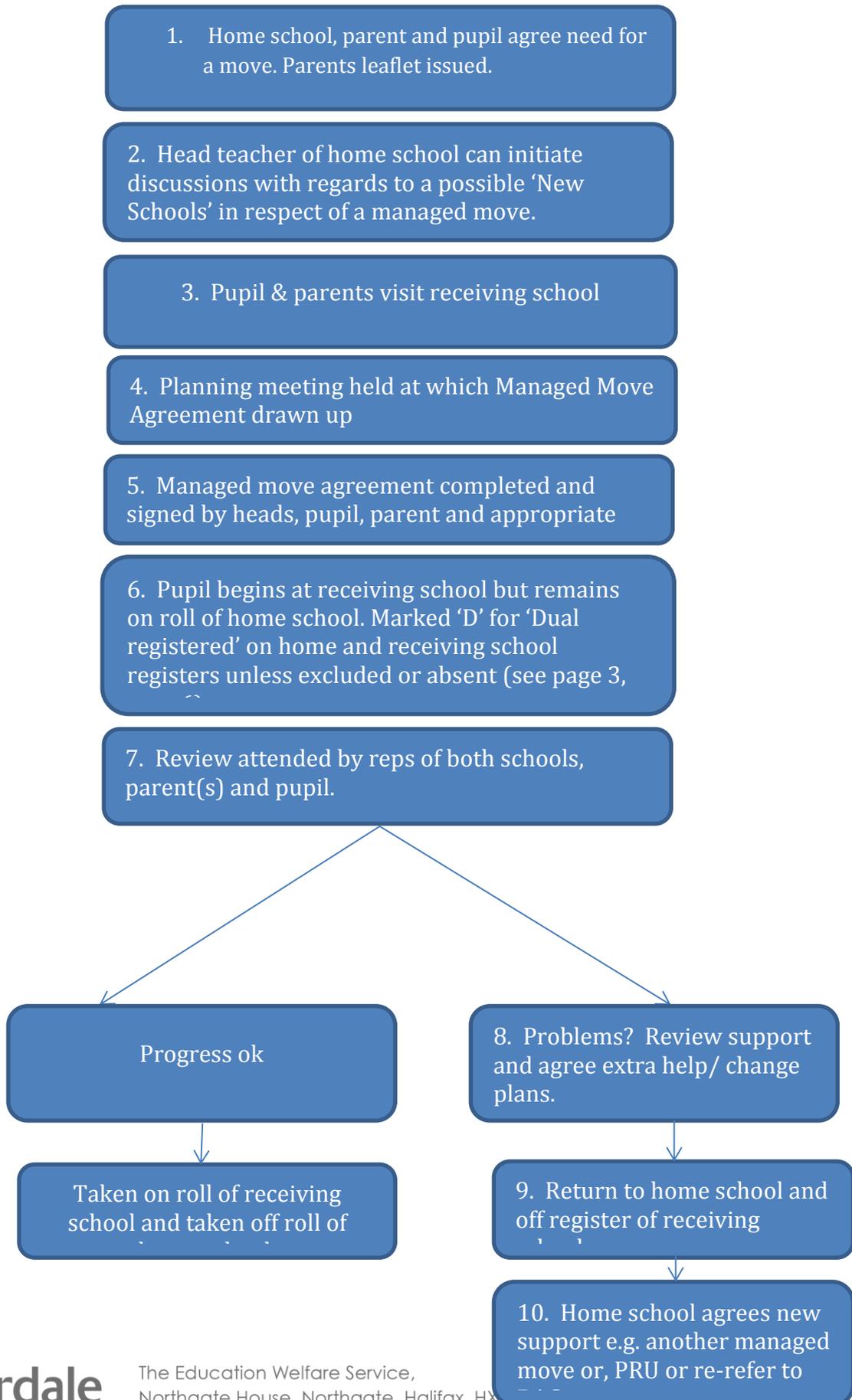
permanent basis. On the agreed date for permanent admission to the receiving school the pupil will be removed from the register of the home school and admitted to the register of the receiving school. Any remaining school records should be transferred to the receiving school.

**Financial arrangements remain the responsibility of the two Headteachers. It is advisable that this agreement is reached and documented prior to the Managed Move commencing.**

### **Exclusions during a managed move**

The pupil's behaviour may still be covered by the home school's behaviour policy as well as the new school's policy. Fixed term exclusions during this period are recorded on the home school system.

8 WEEKS



Managed Move Agreement

PUPIL INFORMATION.

Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Name of home school: \_\_\_\_\_

Name of receiving school: \_\_\_\_\_

**This pupil is being supported by a Managed Move to a new school for a fresh start following a period of difficulties at his / her home school. The move of school is supported by parents / carers and the pupil will be supported in the new school by \_\_\_\_ (designated staff member) \_\_\_\_**

**The new school has explained the behaviour expected, and has provided access to their Behaviour Policy and the school Code of Conduct:**

**The pupil agrees to:**

1. Co-operate with the programme arranged by completing class work and homework to the best of their ability.
2. Distance themselves from trouble with other pupils and avoid fights or arguments.
3. Find \_\_\_\_\_ (staff name) \_\_\_\_\_ or \_\_\_\_\_ (staff name) \_\_\_\_\_ to ask for help if there are any difficulties
4. Take advantage of the support of \_\_\_\_ (outside agency staff) \_\_\_\_\_

**The receiving school agrees to:**

1. Encourage \_\_\_\_\_ (pupil name) \_\_\_\_\_ in school work and keep in regular contact with parents / carers, home school and other agency staff
2. Take part in regular reviews, which will be attended by all those signing this agreement, including both schools.
3. Offer praise and reward whenever appropriate.
4. Record attendance and inform home school weekly (see Managed Move Guidance)

**The home school agrees to:**

1. Keep the pupil on roll and record attendance on the register (see Guidance)
2. Take part in regular IEP reviews, which will be attended by all those signing this agreement, including both schools
3. Accept the pupil back in school to plan a way forward should this be necessary.

Date agreed \_\_\_\_\_

Dates of review \_\_\_\_\_ & \_\_\_\_\_

**Signatures**

Home school Head \_\_\_\_\_

New school Head \_\_\_\_\_

Home school link person \_\_\_\_\_

New school link person \_\_\_\_\_

Pupil \_\_\_\_\_

Parent / carer \_\_\_\_\_

Other \_\_\_\_\_

Other \_\_\_\_\_

<b>BAC Managed Move Review Report</b>			
Host School			
School Contact			
Responsibility		Date completed	

Student Name			Year Group	
Date of Birth		UPN		
SEN Status				
LOOKED AFTER STATUS	Y / N	Ethnicity Code		
Date Managed Move Commenced				
Date Managed Move to Cease				

<b>School Attendance record: Since the placement began</b>			
Actual Attendance		Possible Attendance	
Authorised Absence		Unauthorised Absence	
Exclusions			

Evidence of success at the placement

Evidence of issues the student/school has faced during the Managed Move