**Managed Moves – good practice guidance**

# 1) Definition of a Managed Move

A Managed Move is a **voluntary** 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 receiving school.

# 2) Legislation

Managed Moves have been accepted by the DfE since 1999, as an acceptable strategy to reduce the risk of the child being permanently excluded.

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.’*

# 3) Principles

The following principles should underpin all requests for Managed Moves:

* Request should be initiated by the child’s current (home) school.
* Full agreement of parents is obtained. The views of the pupil to undertake a transfer to another school voluntarily must also be considered.
* Schools should be mindful of the principles of inclusion, partnership and collaboration
* trial period lasts no longer than 12 weeks.
* Regular reviews and progress reports **must** be undertaken.
* Any suggested managed move for a Looked After Child should only take place the agreement and support of the Virtual School
* Managed moves must ***not*** be sought for children with an Education Health and Care Plan; any consideration for a change in placement for and EHCP child should be directed to key workers in SEND for processing through the correct channels

# 4) Criteria

A Managed Move should never be an early or first response when a child is struggling at school because of their behaviour. It should be considered as part of a measured response to supporting the child’s emotional social and behavioural needs, where there is little or no evidence of other strategies having been successful.

A Managed Move can 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 other preventative strategies have been exhausted. The school’s own internal procedures will have already been implemented, along with all strategies to avoid exclusion and address poor behaviour.

1. **When a Managed Move would NOT be appropriate if:**

* A parent is seeking a straightforward transfer to another school
* The child would be unable to return to the home school if the managed move placement is unsuccessful

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, a new peer group/teaching team, differentiated curriculum, levels of expertise and support, depending on the presenting issues at the home school.

1. **Managed moves to Ormiston Academies Trust (OAT)**

1. The Local Authority is committed to supporting schools to maximise continued inclusion in mainstream school for **all** children wherever possible. However, if a child has unequivocally reached the threshold for a permanent exclusion, this process should be used in the normal way, adhering to relevant DfE guidance and agreed Local Authority process.
2. Only in exceptional circumstances should children who have **not** been permanently excluded be considered for a placement at OAT; the same legislation and principles should apply to any case where a Managed Move is being considered to OAT as to any Managed Move arranged between schools (see paragraphs 3, 4 and 5 above). This will include parental agreement and dual registration until the most suitable permanent placement has been agreed by all parties, after 12 weeks.
3. Local Authorities are only responsible for the costs of alternative provision for children who have been permanently excluded from their mainstream provision. Therefore, only children who have been **permanently excluded** will automatically have a place at OAT funded by the Local Authority.
4. In H&F, it is recognised that short term intervention and support from experienced and specialist colleagues at OAT might prevent the need for a permanent exclusion. The Local Authority is committed to supporting schools and families to facilitate this support but for the Local Authority to consider contributing to funding a Managed Move to OAT, the written agreement of the Assistant Director (Education) is essential.
5. For schools wanting to refer for a Managed Move to OAT, the referral form should be forwarded to the Head of ACE/Admissions and the AD Education. If approved by the AD, the LA will fund the difference in cost between a mainstream place and an OAT place for the 12-week period of dual registration, when the decision should be made about the child’s future education provision.
6. **Procedures**

1. Prior to requesting a Managed Move, the Head Teacher should satisfy him/ herself that all reasonable steps have been taken to resolve the child’s difficulties in school, including the involvement of support services, both internal and external.
2. The Head Teacher should then consult the parents and the child about their views on a move to another school. The school should invite any other relevant professionals.
3. Schools must not suggest to parents that they remove the child and find another school. In any cases where it has been reported this has happened, the Local Authority is obliged to formally investigate.
4. Once parents agree that a Managed Move is appropriate, and written consent is obtained, **parents should be informed that a request for a managed move may not always be accepted.** Parents should also be advised that moves can only be brokered with schools with spaces in the year group, as managed moves cannot take priority over children on a school waiting list.
5. When a receiving school has been identified and the parents have agreed, information will be shared with the potential receiving school. A meeting should 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 child should attend this meeting. If the child refuses to engage at this meeting he/she will remain at the original school.
6. At the meeting, the following arrangements should be agreed and recorded (the involvement of the Virtual School is imperative if the child is a looked after child):
7. The starting date for the move (within 1 week of the meeting)
8. 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, if there are specific circumstances identified that would justify exceeding the initial 6-week period. c) Background to the Managed Move request
9. Any agreed attendance arrangements e.g., an initial reduced programme may be agreed for a limited period
10. Specific reasonable/appropriate targets for the pupil – these should be based on the individual needs of the child
11. Other factors that should be considered e.g., any additional learning needs
12. Planning the response of the receiving school should instances of poor behaviour occur.
13. 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.
14. 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 (SIMS) under ‘pupil enrolment status’. A dual registration form should be completed and signed by all parties.

# 8) Views of the child

While it is expected that the 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.

# 9) Registration of Managed Move pupils

If a child is subject to a Managed Move, they must be registered as follows:

* If the child is on the roll of school A, an agreement is made that they will attend school B for 6 weeks.
* School A is the main base, record the child as dual registered, and mark the register as D
* School B is the subsidiary base, record the child as dual registered, and mark the register according to whether or not the child attends.
* If the Managed Move is successful, the child comes off the roll of School A, and is shown as single registered on the roll of school B.

# 10) Monitoring

A member of the receiving school staff should 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 receiving school will also provide the home school with a weekly record of the child’s attendance. The key people who attended the original meeting should be invited to a 6-week review meeting as a minimum.

# 11) End of managed move period

At the final review meeting, a decision must be made as to whether the child transfers permanently to the receiving school or returns to the original school. The decision must be reasonable, in line with the original targets set for the student at the outset of the trial and any review meetings held during the period. On the agreed date, if the managed move has been deemed successful, the child’s name must be deleted from the admission register of the original school and shown as single registered on the admission register of the receiving school.

**12) Ending a managed move early**

In exceptional circumstances (usually because 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 headteacher should consult with the original headteacher before confirming this in writing to the parents, specifying the date from which the pupil must return to the original school.

**When a managed move is not successful and is terminated, the parent should never be left unclear about where the child is expected to attend because of poor communication. This lack of clarity can amount to unlawful exclusion.**

**13) Notifying the LA**

The Local Authority should be notified of every managed move and its outcome so that records can be updated, and composite data collated. This should be done by copying the Head of Admissions/ACE into the managed move referral form (proforma attached).

**14) 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 according to agreed formula. 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.

Elizabeth Spearman June 2019 (amended October 2019 & November 2019)