

Primary Managed Move Protocol WCC

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Information on managed moves for parents
On roll letter template
Termination of placement letter template

Managed Move Protocols

A) Background

Warwickshire Assessment Gateway wants to propose a managed move protocol that is agreed by all Head Teachers. With this agreement we have a commitment to work together to support the most vulnerable students in Warwickshire. This protocol does not apply to children with an EHCP.*

A managed transfer (managed move) is a supported move of a pupil to another school when it is agreed by all parties (parents, home school and receiving school) to be in the best interest of the child to succeed and be happy in another school. This kind of move provides the students with a Fresh start

B) Rationale for a managed transfer /move

It may be appropriate to consider a managed transfer/move to:

- Give students an opportunity of a Fresh Start in another school.
- Help smooth in year transfer
- To remove students from an environment that they are not being successful to one in which they may succeed with the ultimate aim of them continuing successfully in a new school.
- To avoid permanent exclusion- "A student loses their school place".
- To find a viable school placement for a student being moved with the minimum disruption to their education and the education of others (viable options may take into consideration: ethnicity, distance, gender)

Before requesting a managed transfer/move the school must consult and gain the agreement of the parents before making a request. Other factors that should be considered are parental preference, distance from home and possible connection to other students in the receiving school.

Careful consideration should be taken when choosing to make a managed move and a professional judgement/risk assessment should be made to assess how successful this move is likely to be. * For pupils with an EHCP can only change schools following a review with SENDAR

C) WCC Levels of Managed move

There are three levels of managed transfer/move as follows:

Level 1 Managed transfer: Employed for students who are not settling or the parents want to make an in year transfer to another school. This does not include if a family has moved house. NB at KS1 and EYS a school cannot go above PAN.

Level 2 Managed move: Employed when pupils have been receiving high tariff consequences and series of other interventions including working with outside agencies (see section D for examples of the sort of interventions that should be attempted) and there is no change and a fresh start is deemed to most appropriate. **Any child who is in the early stage of a SEN statutory assessment a managed move would not be appropriate.**

Level 3 Manage move: The child is at risk of permanent exclusion and have met all the criteria to carry out a Pex, so the pupil's needs to now "Lose their School place" and a manged move to another mainstream or AP setting is arranged. Pupils remains on roll and will access the WCC code.

D) Examples of what should be in place when a Level 2 managed move process may be initiated :

- Assess, Plan, Do Review approach to meet identified SEN
- The normal stepped response to behaviour has been exhausted. This needs to be evidenced by whatever recording system is in use in the school.
- Consideration of any learning difficulties, the appropriate differentiation of classroom activities and the use of classroom support.
- Use of a Pastoral Support Plan with evidence of progress against targets.
- Parental involvement evidenced.
- Involvement of appropriate outside agencies with evidence of interventions
- Use of in school provision to help the child modify his or her behaviour.
- Change of same year class if possible.
- Fixed-term exclusion(s), with evidence of agreed targets for readmission and monitoring of progress through a PSP.

- Agreement from the child and his/her parents that a managed move is appropriate.

The above is not meant to be a check list but an indication of the interventions which would be expected to be in place. However, a Managed Move MUST have parental consent.

E) Setting up a Managed Move

Note 1: All managed moves must be initiated and driven by the HOME school only. If parents approach any school for a place in their school, this must be referred back to the home school who should decide to advise parents.

The following is a summary of the steps that should be taken to set up a managed move. This is summarised in **Diagram 1**.

- Home school to discuss options with student and parents and use guidance on preparing pupils and parents for a managed move. **See Appendix 1: Guidance for Parents and leaflet for parents.**
- The referring school to complete a LIF and transport form and send to fapandassessmentgateway@warwickshire.gov.uk Please note this is to ensure we get all information on synergy to allow schools to access the code and also for the central team to arrange free transport.
- The home school and receiving school to agree an integration meeting date and time with each other and pupil's family.

F) Integration Meeting - Induction into Home School

The integration meeting should include the following people:

- At least one school representative from both the home school and receiving school.
- The child and their family.
- One or more people who will be responsible for the ongoing plan (if available).
- For level 2 and 3 moves the by the significant adult as identified by FAP and assessment Gateway.

Integration meetings best practice:

- Discuss the reason why the managed move was necessary.
- Ascertain what the student wants to achieve from the fresh start.
- Professionals recognise that everyone makes mistakes and it's time to make a fresh start changing the behaviour of the past. Start to rebrand them in their fresh start
- The child and parents are given time to read the school rules, any home-school contract, and agree to uphold them. All home schools agreement signed get signed.
- A copy of the school's prospectus and, if possible, some information about the school's recent history is provided to parents and students.
- A managed move agreement form for the pupil, parent and schools is signed.

Induction

The student will be inducted into the new school according to each schools procedures.

The contact details for relevant staff is available.

G) Tracking Behaviour and Attendance of Students on a Managed Move

The duration of the trial placement will be no more than 10 weeks.

During the 10 weeks a child is on placement data will be gathered on the student on a managed move. The following tracking systems will be used with students on managed moves:

- The data provided from the referral form will be used to provide the baseline data.
- All students on a managed move will be placed on **CLM** and their attendance tracked by the designation attendance officer in the home school,
- The students will be placed on the WCC central database called Synergy

H) Communication

All stakeholders involved in any managed move should be kept informed on any relevant development throughout the managed move trial period. This can be achieved as follows:

- Updating CLM on attendance on a daily basis.
- Copying all relevant colleagues into any email communication.
- Update your by the significant adult as identified by FAP and assessment Gateway during the update meeting on any follow actions points required.
- Contacting relevant senior colleague by email and telephone when any major issues arise. Colleagues are asked to respond to any emails or missed calls promptly to ensure rapid response and action to support any managed move student who may be experiencing problems.

I) Length of Managed Moves

The managed move will be for **no longer than 10 weeks**. By week 10 a decision should be made using all the relevant data and information gathered by the home school and the Assessment Gateway.

Extension of the 10 week placements are **not normally permitted**. However in **exceptional cases** this may be appropriate. **This will be discussed at the Assessment Gateway meetings and extensions requested in advance giving the relevant reasons, instead of last minute.**

J) Successful Placement

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 new school on a permanent basis.

On the agreed date for permanent admission, the new school will provide the home school with the on roll letter (see example On-Roll letter) in order for 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 securely to the school as soon as possible. The Assessment Gateway team should also be notified so that CLM and other tracking records can be updated accordingly.

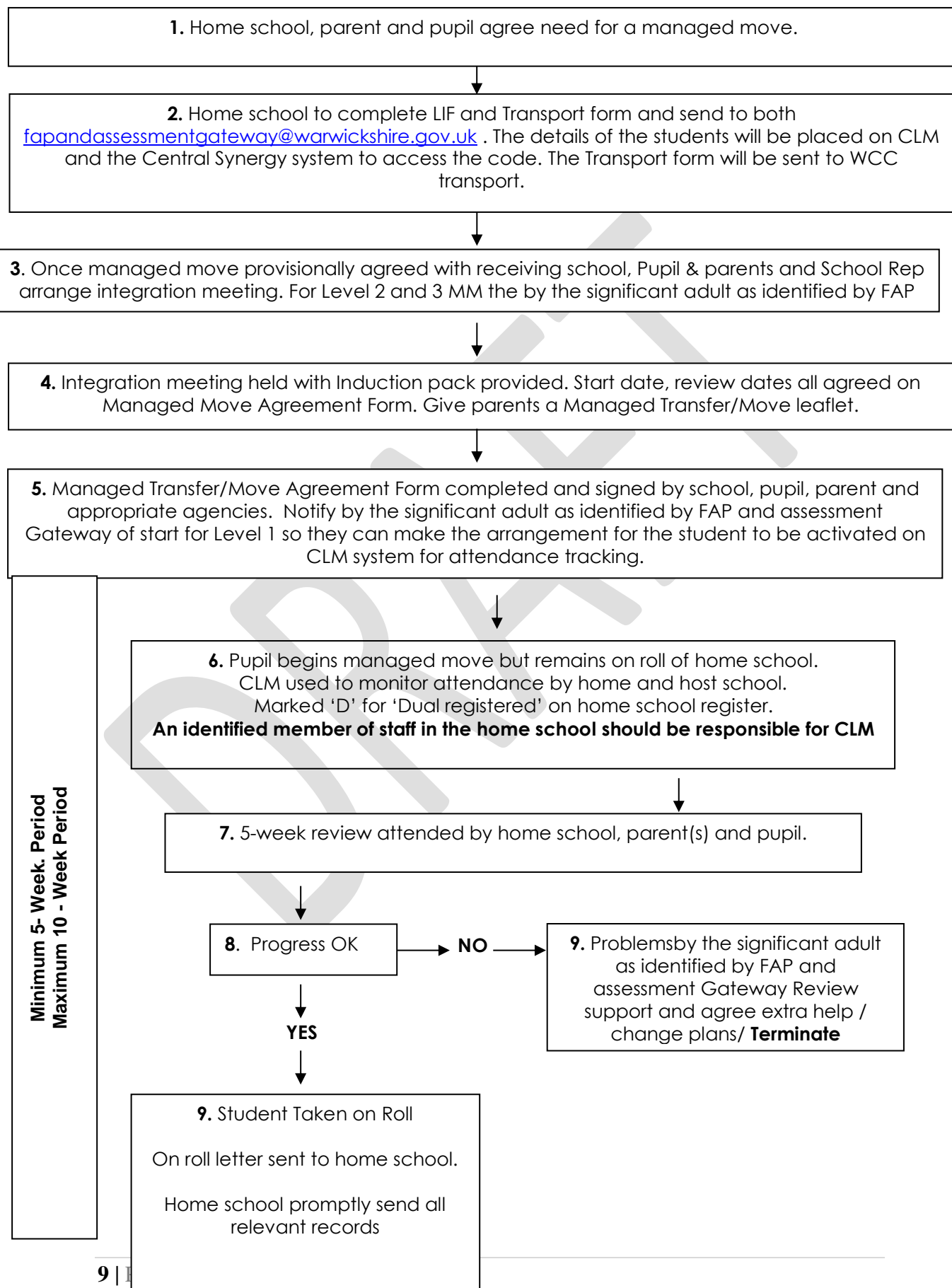
K) Termination of Placement

The following are the steps to be taken if a placement is to be terminated:

- Only senior leadership colleagues can consider termination of any managed move. This may include one head Teacher contacting another.
- If problems arise and the host school is considering ending the placement they must contact the senior colleagues from the home school immediately to discuss way forward.
- If a termination has been agreed to be the best way forward, notify the Education Entitlement Team and the host school should prepare a report for the home school,
- The receiving school should contact the home school and discuss an exit strategy for the students.
- A termination meeting should be arranged with the home school, pupil and parents / carers and appropriate agencies to communicate the exit strategy with all relevant parties.
- Any termination of the placement must be confirmed **in writing to the parent(s) by the receiving school, specifying the date at which the child must return to their home school or any other arranged provision.**

Diagram 1

Setting up a Managed Move Flowchart



Referring schools address

Receiving schools address

Dear Colleague

As you are aware **STUDENTS NAME**, has been attending
since **DATE STARTED**.

We have recently carried out a final review of **STUDENT'S NAME** progress here at and we are pleased to inform you that we are now taking **STUDENT'S NAME** on roll at..... permanently.

We appreciate all your support throughout this process.

Regards

Deputy Head of receiving school:

Deputy Head of referring school

Referring schools address

Receiving schools address

Dear Colleague

As you are aware **STUDENT'S NAME**, has been attending since **DATE STARTED**.

We have recently carried out a final review of **STUDENT'S NAME** progress here at and unfortunately we regret to inform you that we are now **terminating** **STUDENT'S NAME** placement at

Please find attached the minutes from the review meeting which details the reasons for this placement being terminated. **STUDENTS NAME** and will be returning to **HOME SCHOOL** who have been involved with the decision to terminate **STUDENTS NAME** placement with us. Please await contact from **HOME SCHOOL** with when **STUDENTS NAME** is required to attend back at the school.

We appreciate all your support throughout this process.

Regards

Deputy Head of receiving school:

Deputy Head of referring school