

# Warwickshire Managed Moves Guidance

## September 2024

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## 1. Definition of a Managed Move

This protocol provides guidance for schools who are considering a Managed Move for a child of compulsory school age.

A managed move is a **voluntary** agreement between schools, parents/carers and a pupil, for that pupil to change school or educational provision under controlled circumstances.

Managed moves are often used as an alternative to permanent exclusion.

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 (the host school).

## 2. Legislation

Current government guidance (Suspensions and Permanent Exclusion Guidance May 2023) advises school leaders that:

A managed move is used to initiate a process which leads to the transfer of a pupil to another mainstream school **permanently**. Managed moves should be voluntary and agreed with all parties involved, including the parents and the admission authority of the new school. ***However, the threat of exclusions must never be used to influence parents to remove their child from the school.***

## 3. Principles

- The needs of the young person should be paramount.
- A managed move is intended to be a permanent change in the pupil's school setting.
- A managed move should only take place if all parties consider there is a chance it may address a young person's difficulties and a school can be identified to offer that opportunity.
- Managed moves should only take place if the pupil's parents are in agreement and the pupil is willing to transfer to and attend the new school.
- Consideration is given to the distance and location of the school in frame.
- There should be a written agreement summarising the arrangements for each managed move.
- The pupil must remain on the roll of the home school during the managed move **integration** period and the attendance register must be maintained at the home school with the receiving school providing attendance information daily.
- The pupil should not be removed from roll at the home school until all parties are in agreement. This is in accordance with The School Attendance (Pupil Registration) (England) Regulations 2024. Schools should notify the Local Authority of such removals from roll.
- **A Managed move is used to initiate a process which leads to the transfer of a pupil to another mainstream school permanently. Managed moves should be voluntary and agreed with all parties involved, including the parents and the admission authority of the new school. If a temporary move needs to occur to improve a pupil's behaviour, then an Off-site Direction should be used. Managed moves should only occur when it is in the pupil's best interests.**
- Multiple managed moves are unlikely to address a pupil's behaviour issues and should be avoided.
- Pupils attending an Alternative Provider should remain on the roll of their school. This is not a managed move.

## 4. Criteria

It is the expectation of the Local Authority that a Managed Move should be considered prior to a permanent exclusion being implemented. The home school should be able to demonstrate that all other preventative strategies have been exhausted. The school's own interim procedures will have already been implemented along with all strategies to avoid exclusion.

**A Managed Move should be offered as part of a planned intervention and may be suitable in the following circumstances:**

- Where a pupil refuses to attend their current school
- Where a pupil is at risk of permanent exclusion from their current school (i.e. pupils posing a risk to the welfare of other pupils at the current school)
- Where the opportunity for a fresh start in a new school would be of benefit to the child
- Parents/carers are in full agreement and supportive of the process.
- Where a pupil has reached the threshold for a PEX, that exclusion has been issued but a Managed Move has been agreed between schools and all relevant stakeholders.
- Where a pupil has Special Educational Needs (SEN) and is not making progress at their current school or the school is unable to meet the pupil's needs: in this instance the home school must consult with the SEND & Inclusion Team, a managed moved would not normally be used in these circumstances.
- Where a pupil is looked after by the Local Authority, the virtual Headteacher must be contacted who will then liaise with all appropriate parties to ensure any such proposal supports the other plans in place and fully meets the needs of the child.

**A Managed Move would NOT be appropriate in the following circumstances:**

- Where a straightforward transfer to another school is being sought by the parents/carers.
- Where the pupil has a history of persistent absence.
- The child is not on a school roll.
- It would not ultimately be of benefit to the child.

## 5. Managed Move Process

As managed moves are voluntary agreements, there is no statutory scheme governing their use and limited guidance on how the process should work.

However, best practice suggests that there should be a number of clear stages as detailed below:

1. A Managed Move may be agreed between headteachers.
2. Prior to arranging a Managed Move, the headteacher of the home school should ensure that all reasonable steps have been taken to support the child's needs in school. This should include the involvement of external support agencies, where appropriate and discussion with the EET Co-Ordinator for the LA
3. The headteacher of the home school must ensure they have sought the views of the parents/carers and child to agree the appropriateness of a Managed Move.
4. If the parents are in agreement with a Managed Move, the headteacher of the home school is responsible for contacting the headteacher of the host school to request a Managed Move.
5. Once the host school has agreed to the Managed Move, a meeting should be arranged at the host school including representatives from both schools, parents/carers and the child.
6. It is expected that the child attends the Managed Move meetings to enable them to express their views, however, it may be difficult for them to do so. In these circumstances, in order to ensure the voice of the child is heard, an adult who has a good relationship with the child should gain his/her views prior to the meeting and act as their advocate within the meeting.
7. It may be appropriate for the existing headteacher to discuss funding arrangements before the start of the Managed Move with the new headteacher (e.g. transport arrangements, Free School Meals, Pupil Premium).

At the meeting, the following actions should be agreed and a managed move agreement drawn up:

- The start date for the Managed Move.
- Support arrangements for the child in the host school including SMART targets. This should address any additional learning needs of the child (the host school will need to be prepared to commit additional resources to support the Managed Move, as appropriate).
- Arrangements for responding to instances of inappropriate behaviour at the host school.
- Any other arrangements needing clarification (e.g. transport).
- The Managed Move agreement form is completed and signed by all stakeholders.
- Inform the LA .

## 6. Link to Fair Access Protocol (FAP) & Informing the LA

The headteacher of the home school should inform the Local Authority of the agreed Managed Move and send the relevant paperwork (see appendix A). **The Managed Move will be taken into account within the FAP process.** The process of informing the LA should follow these steps.

1. Initial conversation with Area EET Coordinator to discuss appropriateness of a managed move.
2. Usually, a Managed Move will be picked up automatically from school leaving and school starting data shared with the LA in Synergy by completing the destination of leavers' report ensuring the 'leaving reason' and 'destination' fields are completed.
3. If a school does not communicate with LA through Synergy then the home school must email their area EET Coordinator with the completed **Managed Move Request Form – School Information, Parental Consent Form, Pupil Voice Form** and **Managed Move Plan** to be filed centrally. The LA must also be informed [here](#).
4. The managed move will then be monitored and discussed at Area Inclusion Partnership Meetings.

## **7. External Support and Data Sharing**

There are a number of external support agencies involved in the FAP panel and placements. The purpose of this is not only to ensure children are placed in schools as soon as possible but that any further issues may be identified where the child or family could benefit from available external support.

Data may be shared with agencies recommended by the board that would be of benefit to children and families that are discussed at FAP panel meetings.

## **8. Registration of Managed Move pupils**

If a child is subject to a Managed Move, they must be registered on roll at the host school from the agreed start date.

## **9. Review Arrangements**

As part of the support programme for the child, a member of staff in the host school should meet weekly, or at agreed and consistent intervals with the child to review progress towards the Managed Move targets. This provides the opportunity for the voice of the child to be heard and to identify what is both working well and areas where further support may be required.

## **10. 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 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.

There is a separate transport policy with regard to Managed Moves which can be found alongside this guidance. Please use this to determine if transport funding will be available.

## **11. Local Authority's Responsibilities**

The role of the Local Authority is to provide best practice advice and assist schools to liaise with relevant agencies. Effective information sharing is vital between schools and the Local Authority to ensure that all children of compulsory school age are safe and receiving a suitable education.

The Warwickshire Area Inclusion Partnership Meetings (previously district meetings used for FAP) will support an overview of Managed Moves across the LA and ensure that it is able to facilitate any further interventions or referrals to other agencies to support families where appropriate.

## **12. Schools' Responsibilities**

Schools must inform the Local Authority when a child is removed or added to their register.

For a child with an Education Health and Care Plan, the host school will need to liaise with SENDAR in the first instance; the Plan Co-Ordinator can provide advice and support regarding the process.

For a Child Looked After/ Warwickshire Child in Care the host school will need to liaise with the Virtual School.

## **13. Link to Off Site Direction**

A Managed Move is a permanent change to a pupil's school setting that has the agreement of the parents/carers. A pupil will remain on the home school roll only during the integration and transition period.

Off-Site Direction is a separate and different process; however an Off-Site Direction can transfer to a Managed Move with parent/carer agreement.

The use of Managed Moves and Off-Site Direction will differ and one does not preclude the other necessarily.

The link to inform the LA of an Off Site Direct is [here](#).

## **14. Local Authority Contact**

The contact at the LA for all Managed Moves is [Andrewmacfarlane@warwickshire.gov.uk](mailto:Andrewmacfarlane@warwickshire.gov.uk)

The link to inform the LA of a Managed Move is [here](#)



**ANNEX A – MANAGED MOVE REQUEST FORM**

The following form must be filled out to give the rationale behind the Managed move.

The LA must also be informed [here](#)



## MANAGED MOVE REQUEST – SCHOOL INFORMATION

(To be completed by the 'home' school)

### PUPIL PERSONAL DETAILS

Surname: \_\_\_\_\_ Forename(s): \_\_\_\_\_

Current School \_\_\_\_\_ Start Date \_\_\_\_\_

Male/Female/ other: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Year Group: \_\_\_\_\_

Is this a Looked After Child? Yes No

Does the child receive Free School Meals? Yes No

Permanent Home Address: \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Parent / Guardian(s):

Father: \_\_\_\_\_ Tel: \_\_\_\_\_

Mother: \_\_\_\_\_ Tel: \_\_\_\_\_

Guardian: \_\_\_\_\_ Tel: \_\_\_\_\_

Previous Schools Attended:

\_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

\_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Circumstances in school that have led to manage move request and support that has been put in place.

**Main reason for manage move, please select one.**

Behaviour.

Attendance

Other – please specify \_\_\_\_\_





**Other agencies**

Name \_\_\_\_\_ Contact: \_\_\_\_\_

Name \_\_\_\_\_ Contact: \_\_\_\_\_

Name \_\_\_\_\_ Contact: \_\_\_\_\_

Name \_\_\_\_\_ Contact: \_\_\_\_\_

**ACADEMIC ABILITY**

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

SUBJECT	working at level	Target level	Exam Board	Comment
English				
Maths				

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: \_\_\_\_\_ Contact No. \_\_\_\_\_ Date: \_\_\_\_\_

Position in school \_\_\_\_\_

**ANNEX B – PARENTAL CONSENT FORM**

## Parental consent for a Managed Move

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 would like to express a preference for my child to be moved to the following school:-

Preferences: \_\_\_\_\_ or \_\_\_\_\_

You may, if you wish, give reasons for your preference below:

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I understand that the school will now share information about my child with the schools listed above.

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

Parent(s)/Guardian(s) Signature \_\_\_\_\_ Date: \_\_\_\_\_

**ANNEX B – PUPIL VOICE FORM**

## My thoughts about school and a managed move

Name:	Date:
The things I like at this school are:	
The things I am good at or interest me are: I am good at .....	
I am interested in .....	
The things I find difficult or don't like at this school are .....	
I think another school would be better because .....	
I want people to know that .....	

**ANNEX B – MANAGED MOVE PLAN**

## MANAGED MOVE PLAN

To be completed by the receiving school

Name of School : \_\_\_\_\_

Starting Date: \_\_\_\_\_ Duration: \_\_\_\_\_ Date of review \_\_\_\_\_

Structure of the timetable Full time / Part time (give details below)

Support to be offered to young person by school

First day contact will be \_\_\_\_\_

Key support person in school will be \_\_\_\_\_

Method of transport to school \_\_\_\_\_

Responsibilities of parents / carers

What the young person will do to ensure they can transfer to this school

What will happen if the young person gets into difficulties (relapse management)

Arrangements for recording and reporting attendance:

Outline below what other agencies will do to support the managed move.

**Dual Registration Agreement**

1. Pupils name remains on the admission register of Original School.
2. Pupils attends receiving school full / part time from date \_\_\_\_\_ under dual registration arrangements
3. Both schools, parents, pupil and other agencies where appropriate work in partnership to ensure the managed move is successful
4. All parties agree to attend the review on the date given above
5. Until the young person is placed on the admission register at the receiving school, the decision to issue any exclusions rests with the Head Teacher of the home school.
6. 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.
7. A decision will be made at the review regarding which school the young person will attend in the future. The managed move will not be extended beyond 12 school weeks.

SIGNED:

Parent (s) ..... Pupil .....

Head Teacher (Original School) .....

Head Teacher (Receiving School) .....

Date of Agreement .....