

TAMESIDE MBC MANAGED MOVES GUIDANCE FOR SCHOOLS



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1. INTRODUCTION

In certain limited circumstances, it may be appropriate to negotiate, with explicit parental consent, a Managed Move to transfer a pupil to another school.

A Managed Move is defined as a formal agreement between two schools, a pupil and his/her parents/carers. The move requires the agreement of the pupil's parent/carer, the Head Teacher of the pupil's current school (the home school) and the Head Teacher of the host school.

2. THE CONTEXT FOR MANAGED MOVES

If a pupil is experiencing difficulties which appear to be leading towards permanent exclusion, disaffection or self-exclusion from school and if all the school's behaviour strategies have been tried and have failed, then a school and parents may think that a new start at another school might help.

A new start through the agreed Managed Moves process has to be seen as a positive strategy. It is not a punishment or a threat. A failed managed move cannot automatically result in a permanent exclusion and the original school.

A Managed Move is never an early or first response when a pupil is failing at school because of their behaviour. Rather it should be considered as part of a measured response to supporting the pupil's emotional, social and behavioural needs.

A Managed Move would NOT normally be appropriate if:

- A parent is seeking a straightforward transfer to another school.
- The pupil is not on a school roll.
- The pupil would be unable to return to the home school if the placement is unsuccessful.
- It would not ultimately be of benefit to the pupil.

3. PRINCIPLES

The following principles underpin all requests for Managed Moves:

- All schools must act in a spirit of partnership and collaboration for the Managed Move arrangements to work. Regular reviews and progress reports must be undertaken.
- A Managed Move request should be initiated by the pupil's current (home) school. This should not occur if a parent has applied for an alternative school place.
- It is essential that the full agreement of parents is obtained. The views of the pupil to undertake a transfer to another school voluntarily must also be considered.

A Managed Move must form part of the pupil's behaviour management plan or Personal Education Plan for Looked After Children (PEP). In certain cases, for example where a Managed Move is organised as an alternative to permanent exclusion following one-off incident, or other exceptional circumstances, the pupil may not have a support programme.

4. CRITERIA FOR MANAGED MOVES

* In this Guidance, 'parent' includes any person who has 'parental responsibility' for a child and anyone who currently has actual care of the child.

The school and family need to share the view that the host 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 or a new peer group/teaching team/curriculum, depending on the particular issues at the home school.

It is the expectation of the Local Authority that a Managed Move should be considered prior to a permanent exclusion being implemented (unless there is a major breach of school behaviour policy). The school should be able to demonstrate that all other preventative strategies have been exhausted. The schools own interim procedures will have already been implemented along with all strategies to avoid exclusion and address poor behaviour.

5. PROCEDURES

Prior to requesting a Managed Move, the Head Teacher should satisfy him / herself that all reasonable steps have been taken to resolve the pupil's difficulties in school. This should include the involvement of support services. Justification for the transfer of Looked After pupils will need to be especially strong and following consultation with the pupil's social worker, carer / virtual school.

The Head Teacher must then consult the parents and the pupil about their views on a move to another school and good practice would be to share with them the LA Guidance and the parents leaflet entitled "Managed Move Guide for Parents". The school should invite any other relevant professionals (e.g. for pupils in care). Schools must not suggest to parents that they remove their child and find another school. All such cases, whereby parents are given this as a suggested option, will be formally investigated by the Local Authority with the option of referral to DFE and/or Secretary of State.

If parents agree that a Managed Move is appropriate, and written consent is obtained, they will be asked to express a preference for an alternative school (Appendix 1 Part B). Parents must, however, be informed that a request for a Managed Move may not always be accepted and also that any uniform costs and transport requirements are the responsibility of the parent.

When a receiving school has been identified and the parents have agreed, information will be shared with the potential receiving school (see Appendix 1, Part A). A meeting will then be arranged as soon as possible at the receiving school (good practice would be within 2 weeks). Representatives from both schools, the parents and the pupil should attend this meeting. If the pupil refuses to engage at this interview he/she will remain at the home school.

At the meeting, the following arrangements should be included on the request form (Appendix 1, Part C):

- The starting date for the move (within 1 week of the meeting).
- The duration of the Managed Move. This should give time for the pupil to meet the targets set consistently. A suggested length is 12 weeks.
- Background to the Managed Move request.
- Any agreed attendance arrangements (e.g. an initial reduced programme may be appropriate).

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- Specific reasonable/appropriate targets for the pupil – these should be based on the individual needs of the pupil.
- Other factors that should be taken into account e.g. any additional learning needs / medical issues.
- Planning the response of the receiving school should instances of poor behaviour arise.
- The dates set for the review meetings. For a 12 week duration the reviews may be in the 4th, 8th and 12th weeks, 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 outside these meetings.
- Arrangements for recording and reporting actual attendance (the pupil will be registered using code B for pupils present at an approved off-site educational activity. This ensures the pupil's attendance is counted on the School Census). See note below and DFE guidance: https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/361008/Advice_on_school_attendance_sept_2014.pdf

The meeting should be minuted and a registration agreement drawn up and signed by all parties (Appendix 2). Where the parent acknowledges difficulties with their child's behaviour, consideration should be given to establishing a parenting contract.

Registration of Managed Move Pupils: the home school records the pupil using Code B: Off-site educational activity for registration purposes. The host school notes the pupil's attendance each day (the form in Appendix 4 may be used for this purpose) and communicates this to the home school each week. If the Managed Move is successful the pupil comes off the roll of home school, and is shown on the roll of the host school.

Views of the pupil: while it is expected the pupil 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 pupil should find out what he/she thinks about the current situation. It may be useful to have the parent or another adult not employed by the home school to help the pupil prepare a written statement or complete the questionnaire. (See Appendix 3).

6. MONITORING

A member of the host school staff will normally meet the pupil regularly to review their progress towards the Managed Move targets. This gives the pupil the chance to identify what has gone well and how to replicate success.

During the Managed Move the host school will also provide the home school with a weekly record of the pupil's attendance (see Appendix 4). The host school is responsible for recording the pupil's attendance and chasing up non-attendance.

The key people who attended the planning meeting should be invited to the final 12 week meeting (or review meeting where appropriate).

Head Teachers must notify the School Admissions Team once the Managed Move has been agreed to ensure that the pupil's record is updated (see Appendix 5).

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In exceptional circumstances the receiving school may wish to end the arrangement before the Managed Move is completed. If so, the receiving school's Head Teacher should consult with the home school's Head Teacher before confirming this in writing to the parents, specifying the date from which the pupil must return to the home school. Failure of a Managed Move should not be accepted as a reason for a permanent exclusion at the home school. However, evidence of poor behaviour whilst at the host school on a Managed Move may be taken into account when considering strategies for managing pupil behaviour.

At the final review meeting, a decision must be made as to whether the pupil transfers permanently to the receiving school or returns to the home school (preferably no later than 12 school weeks from the start date). On the agreed date, the pupil's name must be deleted from the admission register of the home school and added to the admission register of the receiving school. School Admissions must be notified of a successful Managed Move, so that pupil numbers at each of the schools in question can be updated (See Appendix 5).

7. FUNDING ARRANGEMENTS

It would be appropriate to discuss funding arrangements before the start of the Managed Move. This may include the balance remaining of the AWPU plus other amounts such as EHCP funding, according to the agreed current formulae. Schools may want to negotiate the backdating of funds to the beginning of the trial period.

8. TRANSPORT ARRANGEMENTS AND SCHOOL UNIFORM

Transport arrangements (if required) must be considered at the planning meeting. During the trial period, the cost of any transport required will either be met by the parent(s) or in exceptional circumstances by the home school. If the Managed Move leads to a permanent place at the host school, then the parent may be eligible to apply for support for transport in accordance with LA policy. School uniform must also be discussed at the planning meeting. The parent / carer must be allowed sufficient time to purchase the new school uniform and be made aware of the costs involved.

9. CHILDREN WITH EHC PLANS

The Managed Move process does not apply to pupils with Education, Health and Care Plans. A change of placement for a pupil with an EHCP would be considered by the LA after an Annual or Interim Review.

APPENDIX 1

MANAGED MOVE REQUEST FORM	
PART A – to be completed by the 'home' school	
PUPIL PERSONAL DETAILS (please complete in BLOCK CAPITALS)	
Surname:	
Forename(s):	
Male/Female:	
Date of Birth:	
Year Group:	
Is this a Looked After Pupil?	YES / NO
Does the pupil receive Free School Meals?	YES / NO
Pupil Address:	
Parent(s)/Guardian(s)	
Father:	Tel:
Mother:	Tel:
Guardian:	Tel:
Current School:	Start Date:
Previous Schools Attended:	
1)	From To
2)	From To
3)	From To

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ACADEMIC ABILITY

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

Subject	NC Working at Level	Target Level	Comment
English			
Maths			
Science			
ICT			

Any other relevant information:

Please provide copies of:

- Risk Assessment (if relevant)
- 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 pupil.

Signed: _____ (home school contact)

Date: _____

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PART B – to be completed by the parent(s)

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 have received and read the Tameside Fact Sheet - Managed Moves, Guide for Parents.

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

Preference: _____

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

I understand this is a request and this does not guarantee an offer of a Managed Move but truly believe it would be in the best interest of my child.

Parent(s)/Carer(s) Signature: _____

Date: _____

Review Meetings will be held on:

1 st Review (week 4)	2 nd Review (week 8)	Final Review (week 12)

PART C – to be completed by the new school / provision

Name of School / Provision: _____

Starting Date for the Managed Move: _____ Duration: _____

Background to request (why would it be beneficial for the pupil):

Any Agreed Attendance Arrangements:

Specific reasonable/appropriate targets for the pupil (these should be based on the individual needs of the pupil; a 'blanket approach' for every pupil would not be deemed to be appropriate):

Other factors that should be taken into consideration (e.g. learning support, home life):

Transport Arrangements:

Arrangements for recording and reporting actual attendance:

By signing the below you are confirming that the Managed Move is believed to be beneficial and not detrimental in any way.

Signed: _____ Head Teacher

Signed: _____ Parent / Guardian

Signed: _____ Pupil

APPENDIX 2

MANAGED MOVE – REGISTRATION AGREEMENT

Subject:**Address:**

This agreement specifies the registration, admission, attendance and support arrangements for (Pupil). Its purpose is to enable (Pupil) to make a fresh start at a new school and to make specific arrangements to support his/her integration

1. (Pupil)'s name remains on the admission register of (Name Home School).
2. (Pupil) attends (Name New School) full/part time from (Date) under Code B registration arrangements.
3. Both schools, the parents, (Pupil) and other agencies where appropriate work in partnership to draw up a behaviour management plan.
4. (Pupil)'s name remains on the admission register of (Name Home School).
5. (Pupil)'s progress will be reviewed on (date of review) by all parties and his/her behaviour management plan amended according to the recommendations of the review meeting.

(i) Until such a time as (Pupil)'s name is placed on the admission register at (Name New School), and (Pupil)'s behaviour warrants a fixed period exclusion, the decision to exclude rests with the Head Teacher of (Name New School).

(ii) If the behaviour is extreme, the receiving school Head Teacher may end the Managed Move at which time parents, home school and School Admissions will be informed in writing of the date the pupil will return to the home school.

6. A decision will be taken at the end of (12) weeks from the start of these arrangements as to the future registration of (Pupil) at (name new school).

SIGNED:

Parent / Carers

Pupil

Head Teacher (Home School)

Head Teacher (Receiving School)

Date of Agreement

APPENDIX 3 – PUPIL VIEW

NAME	DATE
The things I like best at school are:	
The things I am good at or interest me are:	
The things I don't like about school are:	
I think school would be better for me if:	
I would like a Managed Move because:	

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APPENDIX 4

PROGRESS REPORT TO HOME SCHOOL

Please email to 'home' school weekly, as per Managed Move Guidance.

To: _____ (contact at home school)

From: _____ (contact at receiving school)

RE: _____ (Name of pupil)

Date of Birth: _____ **NCY:** _____

Attendance record

Week beginning: _____ (Date)

	AM	PM	Notes (e.g. lates, achievement points, behaviour points, detentions, concerns)
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

Signed: _____

Name: _____

Role: _____

Date: _____

APPENDIX 5**(A) SCHOOL ADMISSIONS MANAGED MOVE START NOTIFICATION FORM**

Pupil Name	Year Group	Date of Birth	Managed Move Start Date
Home School:			
Host School:			

(B) SCHOOL ADMISSIONS MANAGED MOVE OUTCOME NOTIFICATION FORM

Pupil Name	Year Group	Date of Birth
Home School:		
Host School:		
MANAGED MOVE OUTCOME		
SUCCESS - Date on roll at new school:	FAIL - Date returned to home school:	

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