**MANAGED MOVE PROTOCOL**

**INTRODUCTION**

1. In certain circumstances, it may be appropriate to transfer a pupil to another school to reduce the risk of the pupil being either permanently excluded or their educational experience being detrimentally affected. Such transfers must be processed within the procedures outlined in this protocol, in order that schools are in no doubt as to who is responsible for the pupil at any time during the process.
2. Managed transfers between schools are offered as a possible alternative to Heads in response to a serious breach of the school’s behaviour policy in DfE guidance on Exclusion from Maintained Schools, Academies and Pupil Referral Units in England:

“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.”

1. A managed move may also be appropriate when a child has spent time at an alternative provision and has made sufficient progress to be ready to be reintegrated into mainstream schooling.

*N.B. In this protocol, ‘parent’ includes any person who has ‘parental responsibility’ for a child and anyone who currently has actual care of the child.*

**PRINCIPLES**

1. A managed transfer request should be initiated by the child’s current (home) school.

Heads can choose whether they approach another school directly or whether the approach is brokered through Torbay Council’s Student Services.

1. It is essential that the full agreement of parents is obtained. Where appropriate, the views of the pupil to undertake a transfer to another school voluntarily must also be considered.
2. A managed transfer must form part of either the pupil’s Pastoral Support Programme (PSP) or for pupils with special educational needs, their Support Plan.
3. Justification for the transfer of pupils in public care or the subject of a Statement of SEN/Education, Health& Care (EHC) Plan will need to be especially strong. The Local Authority would need to be satisfied that the move is in the best educational interest of the child.
4. Where a pupil has a Statement of SEN/EHC Plan, an interim review meeting must be held prior to any managed transfer. The appropriate Local Authority officer must be present. This is a statutory requirement. A consultation will then need to be undertaken in accordance with the current SEND Code of Practice. This will be completed before the managed move trial period starts.
5. All schools must act in a spirit of partnership and collaboration for the managed transfer arrangements to work. Regular reviews and progress reports must be undertaken. The Pupil Referral Panel will review managed moves and receive updated reports from schools on success.
6. It should be stressed that the protocol does not put Heads under pressure to accept a student when a managed move is not felt to be in the interests of the student, or of other students in the school. A home school Head cannot be put under any pressure to attempt a managed move, unless he/she feels it is in the best interests of all parties.

**CRITERIA**

1. A managed move should only be considered when it is in the best interests of the pupil concerned, e.g.

* Where a pupil has a long history of challenging behaviour, but a Pastoral Support Plan has not been successful.
* Where the relationship between the pupil and either a particular group of fellow pupils or staff, or both, has broken down to an irrevocable degree.
* Where a pupil is at increasing risk of permanent exclusion and a fresh start might break a pattern of negative behaviour.

1. Where the problem has been ongoing, schools 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 and address poor behaviour. This should refer to the document “Behaviour Thresholds” and demonstrate that the school is working at Level 3 with the pupil.
2. The threat of exclusion must never be used to influence parents to remove their child from a school or to accept a managed move against their wishes.

**PROCEDURE**

1. Prior to requesting a managed transfer, the Head 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; a PSP or Support Plan should be in place and active. Reference should be made to the document “Behaviour Thresholds” and show that the school is working with the student at Level 3.
2. The Head must inform the council’s Senior Officer, Schools Services of the possibility of a managed transfer being requested.
3. The Head must then consult the parents and the pupil about their views on a transfer to another school at a review meeting as part of the pupil’s current PSP or Support Plan. The school should invite any other relevant professionals (e.g. for pupils with a Statement of SEN/ EHC Plan, or pupils in care). For a pupil with a Statement of SEN/EHC Plan, a review meeting must be arranged as in paragraph 7 above.
4. The practice of suggesting to parents that they remove the child and find another school is inappropriate.
5. If parents agree that a managed transfer is appropriate, and written consent is obtained, they will be asked to express a preference for an alternative school. Parents must, however, be informed that there is no guarantee that their request will be approved (especially if it would cause a breach of infant class size legislation). They must also be informed that the Local Authority will not offer transport during the trial period (see paragraphs 27-28). Either the home school or the parents will be responsible for transport. The parent will need to complete and sign Part A of the Managed Student Transfer Information Form.
6. At this point, the Managed Transfer Information Form (Part B) needs to be completed. Heads can either contact the preferred school directly and pass on the information in the form or submit full supporting information to the Senior Officer, Schools Services on the Managed Transfer Information Form (Part B). If insufficient information is included, the form will be returned. A Headteacher should respond to an approach regards a managed move as soon as possible, but definitely within five school days.
7. The Senior Officer, Schools Services will not approach another school until both Parts A and B of the Managed Transfer Information Form have been completed. If this school is unable to agree to the request the second preference school will be approached and then the third. If none of the preferred schools is able to admit the student, the request will be referred to the Pupil Referral Panel to agree which schools should be approached. Heads who have approached other schools directly can send in the completed parts A and B of the Managed Student Transfer Information Form at this point to the Senior Officer, Schools Services if they have been unsuccessful in negotiating a managed move. Parental agreement will be sought before any further action is taken.
8. When a receiving school has been identified and the parents have agreed, a meeting at the receiving school will be held as soon as possible, parents and pupil in attendance. Details of the trial transfer, review and registration arrangements will be explained at this meeting. If a school has been approached by the Senior Officer, Schools Services rather than being approached directly by the home school, the Head of the receiving school may wish at this point to contact the Head of the home school to gain additional information about the student.
9. At the meeting, and if the parents and pupil agree to the managed transfer, the following information should be recorded:-

* Background to the managed transfer
* The start date for the transfer
* Any agreed attendance arrangements, e.g. an initial part-time programme may be agreed
* specific targets for the pupil
* the length of the managed transfer (usually six weeks but can be extended to 12 weeks by agreement of all parties)
* the actions the receiving school will take should instances of poor behaviour occur
* the date set for the review meeting
* arrangements for recording and reporting actual attendance (this will be kept on the original school’s register, using the code for ‘receiving education off site’, so long as the pupil is actually in attendance)
* any other issues needing clarification e.g. transport, learning support

1. The receiving school should complete Part C of the Managed Student Transfer Information Form and return it to the Senior Officer, Schools Services at Torbay Council in all cases.
2. The meeting should be minuted in the form of a new Pastoral Support Programme (PSP) and a dual registration agreement drawn up and signed by all parties (Appendix 3). A copy of this should be held by both schools. Where the parent acknowledges difficulties with the child’s behaviour, consideration should be given to establishing a parenting contract.
3. A receiving school must admit the pupil in accordance with the principles outlined in the plan tailored to the child’s individual needs. This might, for example, include mentoring or a period of attendance within a Learning Support Unit alongside full mainstream school activities for the duration of the managed transfer period.
4. It will usually be easier for a pupil to join a new school at a ‘natural break’, either at the beginning of a new term or after half term. There should never be more than 4 weeks between planning a move and starting the new school.
5. In exceptional circumstances, usually as a result of significant behaviour problems, the receiving school may wish to end the arrangement before the agreed trial period is completed. If so, the receiving school Head should consult the Senior Officer, Schools Services and the original Head before confirming this in writing to the parents, specifying the date from which the pupil must return to the original school.
6. Where a pupil on a managed move commits an offence at the receiving school that would merit permanent exclusion as a sufficiently serious one off offence, the receiving school should impose the exclusion and the governors at that school should review the exclusion in the normal way. Before governors of the receiving school meet to review the exclusion, discussions must be held with the home school. A possible outcome of the governors’ review could be for the pupil to be returned to the original school. If the permanent exclusion is upheld, it would be recorded as from the school of origin, where the student was still on roll.
7. At the review meeting, a decision must be made as to whether the pupil transfers permanently to the receiving school or returns to the original school. In exceptional circumstances, one extension of the trial period may be appropriate but a firm decision will need to be made at the end of this period and the entire period must not exceed 12 weeks.
8. On the agreed date, the pupil’s name must be deleted from the admission register of the original school and added to the admission register of the receiving school.

**FUNDING ARRANGEMENTS**

1. Funding will be transferred to a receiving school at the end of the managed transfer period, only if the pupil is formally admitted to the receiving school. This will be the balance remaining of the AWPU plus any other appropriate amounts such as Special Educational Needs funding, according to the agreed current formulae. If the pupil is subsequently formally admitted, the funding transferred will be backdated to the beginning of the trial period. The outgoing school needs to note this.

**TRANSPORT ARRANGEMENTS**

1. In the interests of a genuine fresh start, head teachers may take the view that a managed move to a local school might not be appropriate. In cases where a move further afield was felt to be more appropriate, the viability of travel arrangements would need to be investigated and put to parents and pupil involved. The cost of any transport required during the trial period will either be met by the parent(s) or by the home school.
2. If the move to the new school is confirmed, transport will provided for eligible students if it is deemed to be the nearest suitable school for the student. Parents will need to submit a request for transport in the usual way.

Appendix 1

**MANAGED STUDENT TRANSFER INFORMATION FORM**

**PART A** – to be completed by the parent(s).

|  |  |  |  |
| --- | --- | --- | --- |
| **I have attended a review meeting of my child’s progress and agree that a Managed Transfer to an alternative school or provision is my preferred option. I would like to express a preference for my child to be transferred to the following schools. I understand that there may be reasons why my preferred schools cannot admit my child and that I may be asked to consider a managed transfer to an alternative school.** | | | |
| **First preference** |  | | |
| **Second preference** |  | | |
| **Third preference** |  | | |
| **You may, if you wish, give reasons for your preference(s) below** | | | |
|  | | | |
| Parent(s)/Guardian(s) Signature |  | Date |  |
| Parent(s)/Guardian(s) Signature |  | Date |  |

**Part B** – to be completed by Head of current school

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **STUDENT PERSONAL DETAILS** | | | | | | | | | | | |
| **Surname** | |  | | | | | | | | | |
| **Forename(s)** | |  | | | | | | | | | |
| **Male/Female** | |  | | | **Date of birth** | | |  | | | |
| **Year group** | |  | | | **Child Looked After?** | | |  | | | |
| **Does the student have a Statement of SEN/EHC Plan?** | | | | | | | |  | | | |
| **LA Officer involved (for SEN students/ CLA)** | |  | | | **Date of last Statutory Review** | | |  | | | |
| **Does the student receive free school meals?** | | | | | | | |  | | | |
| **Permanent home address** | | |  | | | | | | | | |
| **Resident parent/carer/ guardian’s name** | | |  | | | **Relationship to student** | | |  | | |
| **Tel No (home)** | | |  | | | **Tel No (mobile)** | | |  | | |
| **Tel No (work)** | | |  | | |  | | |  | | |
| **Other parent/ responsible adult involved** | | |  | | | | | | | | |
| **Contact details** | | |  | | | | | | | | |
| **PREVIOUS SCHOOLS ATTENDED** | | | | | | | | | | | |
| **Name of school** | | |  | | | **From** |  | | **To** |  | |
| **Name of school** | | |  | | | **From** |  | | **To** |  | |
| **Name of school** | | |  | | | **From** |  | | **To** |  | |
| **CURRENT SCHOOL** | | | | | | | | | | | |
| **Start date** | | |  | | | | | | | | |
| **Incidents in school that have given rise to concerns (please indicate all that are relevant)** | | | | | | | | | | | |
| **Physical assault against pupil** | | | |  | | **Physical assault against adult** | | | | |  |
| **Verbal abuse/ threatening behaviour against pupil** | | | |  | | **Verbal abuse/ threatening behaviour against adult** | | | | |  |
| **Bullying** | | | |  | | **Racist abuse** | | | | |  |
| **Sexual misconduct** | | | |  | | **Drug or alcohol related** | | | | |  |
| **Damage to school or personal property** | | | |  | | **Theft** | | | | |  |
| **Persistent disruptive behaviour** | | | |  | | **Other (give details)** | | | | |  |
| **Please briefly outline what support mechanisms have been put in place prior to referral and attach a copy of the pupil’s IEP** | | | | | | | | | | | |
|  | | | | | | | | | | | |
| **School contact name** | | | |  | | | | | | | |
| **Role** | | | |  | | | | | | | |
| **Other agency involvement (please specify)** | | | |  | | | | | | | |
| **ACADEMIC ABILITY** | | | | | | | | | | | |
| **Please comment on the student’s progress in the following subjects with reference to National Curriculum Attainment Levels** | | | | | | | | | | | |
| **Early Years attainment** |  | | | | | | | | | | |
| **KS 1 levels or Teacher Assessment** |  | | | | | | | | | | |
| **KS 2 Teacher Assessment or projected Y6 levels** |  | | | | | | | | | | |
| **Current assessment of performance – please indicate most recent assessment results** | | | | | | | | | | | |
|  | | | | | | | | | | | |
| **Please explain in detail why you think this pupil will not progress if they continue in your school** | | | | | | | | | | | |
|  | | | | | | | | | | | |
| **Please explain in detail why you think this pupil would benefit from a fresh start in another mainstream school** | | | | | | | | | | | |
|  | | | | | | | | | | | |

*Please use the section below to demonstrate that you are working with this student at Level 3 of the Behaviour Thresholds*

|  |  |
| --- | --- |
| **BEHAVIOUR THRESHOLD ACTION** | **EVIDENCE** |
| Make referrals to appropriate external agencies and act on recommendations |  |
| Ensure increased dialogue with parents/ carers. Create a parenting contract |  |
| Schools should have regular involvement of external agencies. A request for statutory assessment should be made |  |
| Ensure an available safe adult attachment figure is available for the child in order to support them during unstructured periods and in lessons if necessary |  |
| Organise specialist interventions e.g. anger management, CBT, draw and talk |  |
| Organise individualised programmes e.g. adapted timetables, additional provision outside the classroom, etc. |  |
| Ensure high level of involvement of specialist pastoral staff e.g.1-1 THRIVE and small group or 1-1 SEAL |  |
| Carry out THRIVE and Family SEAL programmes |  |
| Consider the appropriateness of a managed move |  |
| Consider partnership provision with alternative curriculum providers e.g. OnTrack, YMCA |  |
| Consider referral to Children’s Services (refer to ‘The Child’s Journey’ document) |  |
| Ensure key record keeping is in place to provide a trail of evidence eg ABC records |  |
| Implement effective transition programmes between phases and providers |  |
| Consider individualised programme of work based on child’s interests |  |
| Provide a designated calm are for the child to use to regulate their emotion |  |
| **EXTERNAL SERVICES / AGENCES INVOLVED** | **PLEASE TICK ALL RELEVANT SERVICES/ AGENCIES** |
| Educational Psychologists |  |
| Family Support Worker |  |
| CAMHS |  |
| On Track |  |
| YMCA |  |
| Health services (paediatrician) |  |
| Parenting courses e.g. Triple P, Nurturing, Family SEAL |  |
| Attendance Improvement Officer & parenting contracts |  |
| Safeguarding hub referral coordinators |  |
| Alternative providers including vocational provision |  |
| Behaviour intervention programme training |  |
| Mayfield School- Chestnut Centre  (KS1 / KS2) |  |
| Torbay School – Assessment Centre  (KS3 / 4) |  |
| Other (please give details) |  |

**MANAGED STUDENT TRANSFER INFORMATION FORM**

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

|  |  |
| --- | --- |
| Student Name |  |
| Name of new school/provision |  |
| Start date for managed transfer |  |
| Any agreed attendance arrangements | |
|  | |
| End date for managed transfer period |  |
| Date of final review meeting |  |
| Transport arrangements | |
|  | |
| Other issues | |
|  | |
| Head Teacher signature |  |
| Head Teacher name |  |
| Parent /guardian signature |  |
| Parent/guardian name |  |
| Parent/guardian signature |  |
| Parent/guardian name |  |

Please scan and email the completed form (Part C) to [prp@torbay.gov.uk](mailto:prp@torbay.gov.uk)

**Appendix 3**

**DUAL 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 Original School).

2. (Pupil) attends (Name New School) full/part time from (Date) under dual registration arrangements.

3. Both schools and parents agree to work in partnership to draw up a Pastoral Support Programme.

4. (Pupil)’s progress will be reviewed on (date of review) by all parties and his/her Pastoral Support Programme amended according to the recommendations of the review meeting.

5. (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 trial transfer and parents, original school and LA will be informed in writing of the date the pupil will return to the original school.

6. A decision will be taken within 3 months of the start of these arrangements as to the future registration of (Pupil).

SIGNED:

Parents …………………………………………..

Pupil …………………………………………..

Head Teacher (Original School) …………………………………………..

Head Teacher (Receiving School) …………………………………………..

…………………………………………..

Date of Agreement …………………………………………..