

Education Department Policy

Title: Managed Moves Policy: A Fresh Start at School for Children and Young People.

Date: April 2016

Audience All schools
Parents
Pupils
MAST teams
Education Welfare Officers
Educational Psychology Service

Overview

This policy document is based on best practice information to assist the Department and schools in establishing and implementing effective protocols for managed moves.

Further information

Enquiries about this guidance should be directed to the Director of Inclusion & Family Support.

Introduction

The Education Department (ED) advocates the importance of considering managed moves to provide pupils with the opportunity to make a fresh start in a new school.

The document is set out as follows:

SECTION 1 PAGE 3	PLANNING A MANAGED MOVE	Explains when it is appropriate to consider a managed move for a pupil
SECTION 2 PAGES 4-7	SETTING UP A MANAGED MOVE	Describes processes, roles and responsibilities to manage the transfer and the integration process effectively
SECTION 3 PAGE 7	IMPLEMENTING THE MANAGED MOVE	Explains the protocols of the trial period, the Integration Plan and monitoring, reviewing progress and further action
SECTION 4 PAGE 8	REVIEW MEETINGS	Describes the protocols and procedures of the interim and final review meetings
SECTION 5 PAGE 9	OUTCOMES OF THE MANAGED MOVE	The processes required for successful and unsuccessful Managed Moves
SECTION 6 PAGE 9	EXCEPTIONAL CIRCUMSTANCES	Exceptions to the planned procedures
SECTION 7 PAGE 10	UNACCEPTABLE PRACTICES	
SECTION 8 PAGE 10	RIGHTS OF PARENTS AND PUPILS	
APPENDICES PAGES 11-15	DOCUMENTATION REQUIRED FOR A MANAGED MOVE	Information for Parents Invitation to Managed Move Meeting Managed Move Agreement Managed Move Outcome Form

SECTION 1: PLANNING A MANAGED MOVE

1.1: Pupils who might benefit from a Managed Move

A Managed Move is a strategy which may be worthy of consideration for the following pupils:

- Pupils who are at risk of exclusion but who might succeed in a new environment
- Pupils with emotional and behavioural difficulties who have received a variety of supportive strategies in their school with limited success
- Pupils who find that attendance at their current school is negatively affecting their emotional welfare
- Pupils for whom a move to another school may be more appropriate than an alternative provision, eg D'Hautree House School.

1.2: Steps to take before considering a Managed Move

It is beneficial to consider a Managed Move prior to reaching 'crisis point', as this allows time for sufficient planning and enhances the likelihood of success. Before considering a Managed Move it would be expected that a range of interventions would have been fully explored and clearly documented.

The following interventions are essential before considering a Managed Move:

- Pastoral support programme
- Internal school support systems
- Education Welfare Service involvement
- Parent meeting with headteacher and Department representative to discuss concerns
- Referral to Educational Psychology Service
- Involvement of relevant/appropriate agencies

The following interventions are desirable depending on school structures:

- Move class/form group
- Individual Strategy
- Reduced timetable
- Learning mentor
- Time out facility
- Nurture group / small group
- Alternative timetable / curriculum
- Peer mentor support
- Educational psychologist advice

If the range of strategies implemented is unsuccessful then a Managed Move to another mainstream school could be considered.

SECTION 2: SETTING UP A MANAGED MOVE

Setting up a Managed Move involves a number of key participants and a step by step process.

2.1. Key participants

- Pupil
- Parent or carer
- Headteacher of original school
- Headteacher of 'receiving' school
- Department officer
- Possibly other agencies depending on individual cases

2.2. Step by Step Process

Step 1: Discussions between headteacher and parents

Parent(s) / carer(s) will already be aware of the difficulties the pupil is experiencing within the school and will certainly have been involved in previous meetings to discuss concerns and strategies. If a Managed Move is under consideration, the headteacher should contact parents to inform them that a further strategy could be employed to help the pupil and that this would involve a Managed Move.

The parent(s) / carers(s) and the pupil are provided with information about Managed Moves and given some time to consider if they wish to explore this option further (Appendix1: MANAGED MOVES: INFORMATION FOR PARENTS).

The voice of the pupil

For a Managed Move to be successful, it is essential that the pupil understands the process. Explanations of the actual procedures should be offered to the pupil by a familiar adult prior to any agreement being made for the process to be explored or before the Managed Move meeting. The pupil should be given the opportunity to share their thoughts and feelings with an adult that they feel comfortable with, as these may need to be addressed.

On occasions it may be necessary to appoint an advocate for the pupil, who is able to help elicit and represent the pupil's point of view. This process is intended to reduce the inevitable anxieties the pupil might have which may result in failure of the Managed Move.

The rights of the pupil and parents remain throughout the whole process. If the parent or the pupil is not willing to explore the Managed Move option further, the headteacher will look for other possible solutions to meet the needs of the child or young person.

If all parties are in agreement to proceed with the Managed Move, the headteacher moves to Step 2.

Step 2: Discussions between the Headteacher and the Department

Following consideration that the pupil might benefit from a fresh start in a new environment, the headteacher contacts the Director of Inclusion & Family Support and discusses the option of a Managed Move. If this option is to be considered then the headteacher should arrange for the matter to be taken to the next decision making Panel.

The Director of Inclusion & Family Support would confirm that the pupil is known to the Educational Psychology Service or the education welfare officer for the school before any further discussion about a Managed Move would take place. If the Director of Inclusion & Family Support was satisfied that all possible interventions had been utilised by the school with little success, then the Panel would agree to a Managed Move for the pupil.

Step 3: Finding a potential receiving school

Once the headteacher and the Director of Inclusion & Family Support agree that a Managed Move is a viable possibility, the former will facilitate the process of finding a potential receiving school. The headteacher will contact the parent to ensure that he/she fully understands the process and that both parent and pupil are in agreement that this is an approach which they wish to pursue. The headteacher will discuss with the parent(s) / carer(s) which school(s) to approach to discuss the transfer.

The decision on a possible school should try to take account of:

- Pupil preference
- Parental preference
- Needs of the pupil
- School admission constraints
- Home address
- Transport considerations

The headteacher will discuss the possible transfer with the headteacher of the receiving school. In order for the headteacher of the receiving school to make an informed decision, all relevant information on the pupil should be shared prior to the Managed Move meeting. This could be done by a meeting between the headteachers of the two schools, telephone conversations, or correspondence. It may also be that the headteacher of the receiving school needs additional information from other relevant professionals.

Step 4: Organising the Managed Move Meeting

The headteacher organises the Managed Move meeting at a date and time convenient to all parties. The meeting should be held in the receiving school.

The headteacher should send a letter to the parent(s) / carer(s) confirming the arrangements for this meeting (Appendix 2: INVITATION TO MANAGED MOVE MEETING).

Step 5: Managed Move Meeting

The Managed Move meeting must be attended by:

- Headteacher of the current school (or SLT representative in the case of a secondary school)
- Headteacher of the receiving school (or SLT representative in the case of a secondary school)
- Pupil
- Parent/Carer
- Department officer
- Pupil advocate, if necessary
- Representatives of other relevant agencies

The Managed Move meeting should be chaired by the organising headteacher who will outline the context for the meeting and outline the reasons why it is considered that a Managed Move may be beneficial for the pupil. The department officer must ensure that the parent(s) / carer(s) and pupil understand their right to decline the offer to move to a different school.

In the Managed Move meeting the following practicalities must be discussed in detail as part of the integration strategy into the receiving school:

- Realistic expectations of the receiving school
- Induction Plan for the pupil which may involve a phased integration into the receiving school
- New Pastoral Support Plan (PSP)
- A designated member of staff in the receiving school to support the pupil and ensure implementation of the Induction Plan and PSP
- Start date
- Dates for Interim Review and Final Review as part of the eight week trial period

Other details regarding timetable, school uniform, equipment etc can be discussed at this meeting or at a separate meeting between parent(s) / carer(s), pupil and receiving school prior to the start date. The parent(s) / carer(s) and pupil should also be given a copy of the prospectus and behaviour policy of the new school.

If all parties are in agreement that the Managed Move should be tried, then the Managed Move Agreement should be signed and copies provided for all parties (Appendix 3: MANAGED MOVE AGREEMENT).

The pupil remains on the school roll of the original school for the entire duration of the trial period until the successful or unsuccessful completion of the Managed Move.

It is important that the department officer ensures that the pupil and parent(s) / carer(s) understand:

- Their **right to decline** the offer to move to a different school
- That **refusal** of a Managed Move **will not** constitute an automatic **permanent exclusion**
- That any **failure** of a Managed Move followed by a return to the original school **will not** constitute an automatic **permanent exclusion**

SECTION 3: IMPLEMENTING THE MANAGED MOVE

Step 6: Integration Strategy

As part of the integration strategy for the pupil, the receiving school should ensure the following is in place for the pupil:

- Access to a named member of staff who will ensure the implementation of the Integration Plan and PSP and with whom the pupil can share anxieties and concerns, eg learning mentor / behaviour mentor
- In school support procedures
- Relevant information for managing and supporting the pupil communicated to all staff

In addition, the receiving school could consider any of the following elements of support within the PSP depending on school systems and structure:

- Access to the SENCO or specialist SEN teacher for baseline testing and needs assessment in order to access specialist SEN teaching support
- Access to small group support in, eg social skills or anger management
- Access to a time out base / person
- TA support
- Access to after school clubs and activities

Step 7: Monitoring, Reviewing Progress and Further Action

During the eight week trial period the following monitoring procedures should take place:

- A member of the SLT of the receiving school should monitor the progress of the pupil and liaise with those staff working closely with the pupil to ensure rapid response to any problems
- The parent(s) / carer(s) should be kept informed of the progress of the pupil, both positive features as well as problems that have arisen
- The original school and department officer should be kept informed if there are any serious problems

SECTION 4: REVIEW MEETINGS

Step 8: Interim Review Meeting:

After four weeks the Interim Review should take place and the following should be ensured:

- The receiving school should remind all parties of the date of the meeting a week before the actual date
- All parties who attended the Managed Move meeting should attend the Interim Review. In the case of all parties being unable to attend, as a minimum the relevant SLT staff from both schools must be present with the parent(s) / carer(s) and child, as well as the department officer
- A 'round robin' report from subject teachers and any other staff working with the pupil should be prepared for the Interim Review, as well as information on attendance and behaviour
- During the meeting, actions or interventions should be planned to address any serious problems which are identified and which could be a barrier to the success of the transfer
- All parties should be reminded of the date of the Final Review meeting

Step 9: Final Review Meeting:

At the end of the eight week trial period the Final Review should be held.

If, however, there are concerns that the Managed Move may break down before the agreed review date, any of the parties concerned can request that the Final Review Meeting is brought forward as an attempt to prevent the failure of the transfer.

The Final Review Meeting is conducted with the same arrangements as bullet points 1 to 4 in the Interim Review above.

Discussions at the Final Review Meeting will result in one of the three outcomes below:

- It may be agreed that the trial period should be extended for a maximum of a further four weeks, in which case another Final Review meeting is planned and a new date is agreed. Such an extension of the trial period should only be considered if there have been attendance issues which may have resulted in insufficient and inconsistent time in the receiving school, or if there have been some serious behaviour issues during the trial period
- The Managed Move is considered successful. In this case the permanent transfer is agreed. Processes are outlined in Step 10 below
- The Managed Move is considered to be unsuccessful. Processes are outlined in Step 11 below

SECTION 5: OUTCOMES OF THE MANAGED MOVE

Step 10: Successful Managed Move:

If the Managed Move has been successful then the following should take place:

- All appropriate parties sign and receive copies of the Managed Move Outcome Form (Appendix 4: MANAGED MOVE OUTCOME FORM)
- The pupil will be removed from the roll of the original school and placed on the roll of the receiving school from the date of the Final Review meeting
- The pupil file is transferred to the receiving school
- The department officer will inform School Admissions of the completed transfer
- The department officer will inform the finance section of the transfer and the remainder of the AWPU money will be transferred to the receiving school from the date of the Final Review meeting

Step 11: Unsuccessful Managed Move:

If it is felt that due to ongoing concerns the placement in the new school is not viable, then the pupil will return to the original school. In the Final Review Meeting the following should be ensured:

- The pupil and parent(s) / carer(s) should be given the date of a re-integration meeting in the original school
- The department officer should remind all parties that the pupil's return to the original school is made with the previous behaviour / attendance record still active
- The department officer reminds all parties that the failure of the Managed Move followed by a return to the original school **will not** constitute an automatic exclusion

SECTION 6: EXCEPTIONAL CIRCUMSTANCES

If, in exceptional circumstances (eg following a serious incident), the receiving school wants to end the trial period before the agreed time, the headteacher must:

- Contact the department officer to discuss the incident
- Convene the Final Review meeting at an earlier date than was previously agreed in Step 5

If, as a result of this meeting, the decision is to terminate this transfer, then processes to deal with an Unsuccessful Managed Move, outlined Step in 11, will be followed.

SECTION 7: UNACCEPTABLE PRACTICES

- Parents / carers and pupils cannot be coerced into accepting a Managed Move under the threat of a permanent exclusion (ie parents/carers cannot be told that their child will be permanently excluded if they do not agree to a managed move)
- Voluntary exclusions, ie advising/encouraging parents to remove their child from the school roll and ‘find another school’ under the threat of permanent exclusion, are not acceptable. Schools should also avoid advising parents to remove their child from roll to be educated at home or elsewhere
- Managed Moves without adequate preparation, planning, induction or support are ineffective and not acceptable.

SECTION 8: RIGHTS

Rights of parents / carers and pupils

Parents and pupils retain the right to accept or decline the offer of a Managed Move at any point in the process.

Parents/carers and pupils have the right to **one** Managed Move if it is agreed by relevant parties that this could be in the pupil’s best interests. If a Managed Move fails, a second transfer could be considered only in exceptional circumstances and if the headteacher of the original school and department officer feel it is appropriate.

School rights

A potential receiving school retains the right to state why it might wish to refuse a Managed Move.

APPENDIX 1: INFORMATION FOR PARENTS: MM1

MANAGED MOVES INFORMATION FOR PARENTS

What are Managed Moves?

A Managed Move offers a pupil the opportunity to move to a new school and have a fresh start. The transfer to the new school is carefully planned and the pupil is fully supported during the process.

When should I consider a Managed Move for my child?

You may consider the possibility of a Managed Move if your child:

- Is at risk of permanent exclusion but might succeed in a new environment
- Has emotional and behavioural difficulties that have not improved as a result of the supportive strategies put in place by the current school
- Finds that attendance at the current school is having a negative impact on his/her welfare

What do I need to do?

The headteacher of your child's current school will discuss with you a Managed Move as a possible option for your child. If you tell the headteacher that you are interested in pursuing the possibility of a Managed Move for your child, then the following will happen:

- The school will contact you to discuss this further and explain fully how the process works
- You and your child will be invited to a meeting at the possible new school to discuss a way forward
- A representative of the department with experience in this area, the headteacher of the current school and the headteacher of the new school will also be attending the meeting. Representatives of any other agencies who may be involved with your child could also be invited to attend
- If you feel that you would like to bring someone with you to the meeting to represent your views, you have the opportunity to do so

What happens at the meeting?

- Your child's current headteacher will set the context of the meeting and answer any initial queries that you and/or your child might have
- Discussions will then focus on the needs of your child and the best way to support him/her to make the most of the fresh start in another school
- The current Pastoral Support Programme will be reviewed and new objectives will be agreed with you and your child
- A start date in the new school and a formal review date to discuss progress will also be agreed

What happens if I don't want to proceed with a Managed Move?

You and your child have the right to decline the offer of a Managed Move. The possible new school can also refuse to proceed with the Managed Move if they think there are problems which could prevent it succeeding.

APPENDIX 2: INVITATION TO MANAGED MOVE MEETING: MM2

Dear

Re (Name of Pupil)

INVITATION TO MANAGED MOVE MEETING

Following our previous discussions, I am writing to invite you and [name of pupil] to attend a meeting on [date, time and location] to further explore the option of a Managed Move for [name of pupil].

The meeting will be attended by a representative of the department with experience in this area, by the headteacher of [name of school] and by colleagues from [name of other agencies attending if necessary].

If you wish, you may choose to bring a representative with you.

Yours sincerely

Signed headteacher

APPENDIX 3: MANAGED MOVE AGREEMENT FORM: MM3

MANAGED MOVE AGREEMENT FORM

NAME OF PUPIL: _____

The Managed Move meeting took place on _____ in order to discuss a possible transfer.

The meeting was attended by:

Name	Designation
	Head (or representative) of registered school
	Head (or representative) of receiving school
	Parent / carer
	Pupil
	Department representative

It was agreed by all parties that a Managed Move would be the most suitable way forward for _____ [name of child].

The department representative clearly explained to the parents/carers the right to decline the offer of a managed move.

PUPIL DETAILS:

Name of Pupil			
Date of Birth			
Year Group			
Male/Female			
Receiving School			
Registered School			
Home Address			
Parent's/Guardian's Contact No.			
Period of Transfer	From:		To:
Reason(s) for Managed Move			
Terms and Conditions of Managed Move			

Signed

Parent/Carer

Date.....

Signed
Headteacher/Principal original school

Date.....

Signed.....
Headteacher/Principal receiving school

Date.....

Signed.....
Department Representative

Date.....

Signed.....
[other agency]

Date.....

Copies to: Parent/carer
Registered School
Receiving school
Department

The receiving school/college keeps a daily record of the pupil's attendance during the transfer period and sends details of weekly attendance to the registered school.

APPENDIX 4: MANAGED MOVE OUTCOME FORM: MM4

MANAGED MOVE OUTCOME FORM

NAME OF PUPIL: _____

The Managed Move meeting took place on _____ in order to confirm the transfer.

The meeting was attended by:

Name	Designation
	Head (or representative) of registered school
	Head (or representative) of receiving school
	Parent / carer
	Pupil
	Department representative

It was agreed by all parties that a Managed Move was confirmed for _____ [name of child].

Signed
Parent/Carer

Date.....

Signed
Headteacher/Principal original school

Date.....

Signed.....
Headteacher/Principal receiving school

Date.....

Signed.....
Department Representative

Date.....

Signed.....
[other agency]

Date.....

- Copies to:
- Parent/carer
 - Registered School
 - Receiving school
 - Department

CHANGE HISTORY

Version	Date Issued	Issued by	Reason for Change
0.1	February 2013	Head of Inclusion	
0.2	May 2014	Assistant Director, Inclusion & Family Support	Change of ownership to Head of Inclusion
0.3	April 2016	Director, Inclusion & Family Support	Updated to reflect new Department name and job titles/contacts.

APPROVAL

Presented To	Approved by:	Date

ADDITIONAL INFORMATION

Planned review date:	Distribution:	
Associated policies	Name	Reference