

PUBLIC

GUIDE TO MANAGED MOVES

May 2016

Contents

Introduction	2
Alternatives to Managed Moves.....	3
Flowchart for Managed Moves (non-SEND)	4
Flowchart for Managed Moves (Pupils with statement of SEND/EHC Plan)	5
When is a Managed Move likely to be appropriate?.....	6
First Steps	6
School Behaviour Cluster Meeting	6
Cluster Admin Officer Contacts	7
Agreeing to a Managed Move	8
When to Notify the Authority – recognition under Fair Access	9
Preparation for the Managed Move	9
Transport Arrangements	9
Mentoring and Support Arrangements	9
Recording Pupil Status and Attendance for a Managed Move	10
Reviewing a Managed Move	11
Exclusion.....	12
At the End of a Managed Move Trial Period	12

Introduction

Department for Education (DfE) guidance 'Exclusion from maintained schools, Academies and pupil referral units in England. A guide for those with legal responsibilities in relation to exclusion' (2012) highlights managed moves as possible strategy in dealing with behavioural needs. A managed move must be voluntary and supported by both schools and family. It should only take place when the pupil's parents/carers are in agreement and the pupil is also willing to transfer and attend the receiving school.

Derbyshire's protocol recognises managed moves as a tool (amongst others) to reduce the need to permanently exclude. Managed moves are a behaviour management strategy, rather than an attendance management initiative. All managed moves will involve young people whose behaviour has started to deteriorate, and places them at risk of exclusion. This process is for young people with a history of behaviour difficulties and is designed to be used as a relatively early intervention tool, once school based strategies have been tried and agencies have been drawn in to offer support and guidance.

The managed move process should usually be completed within 12 weeks¹. At the end of that period, a decision should be made whether the change of school is to be permanent. Both schools and the family should decide this together.

The primary function of a Managed Move is to provide an opportunity for a fresh start in a new school, with a 'safety net' of a return to the home school if the move is not successful. However, behavioural difficulties or new incidents at the receiving school could result in the home school considering sanctions, including exclusion.

The Managed Move Process Flowchart on page 4 offers a summary of the process, which should allow schools to feel secure in their planning and decision making. For mainstream pupils with a statement of special educational need or Education Health Care Plan, please see the alternative flowchart on page 5, to ensure that the identified needs of the individual continue to be met and the legislative framework is followed.

¹ For pupils in transition years between infant and junior school, primary to secondary school, and in Year 11 this timescale may be extended in some cases.
Guide to Managed Moves 2016 May 2016

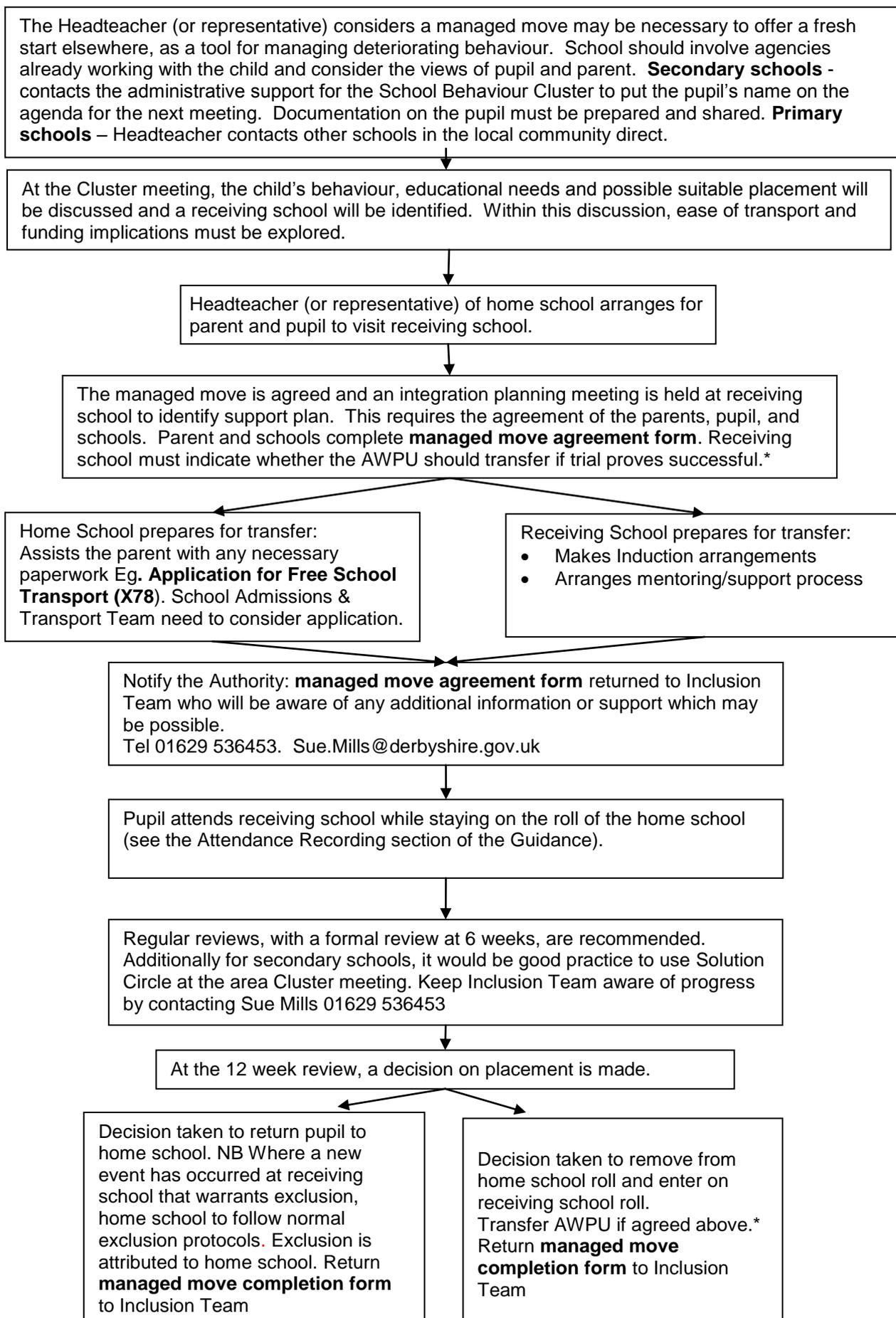
Alternatives to Managed Moves

A school may wish to consider an alternative protocol (where appropriate) dependent on the type and pattern of behavioural difficulties and the extent of school based and external agencies interventions.

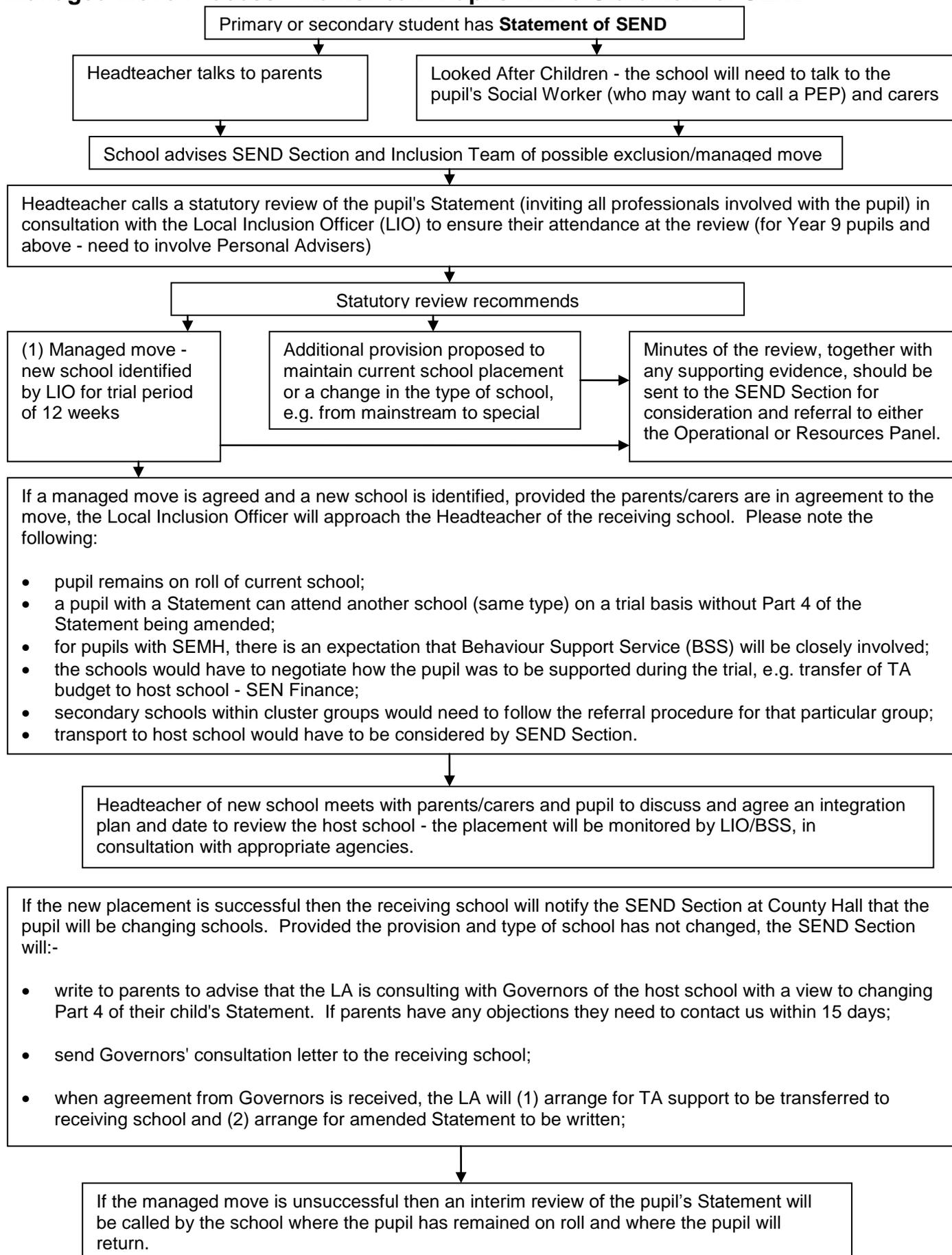
Deferred Exclusion Transfer (DET)

If a major incident, warranting permanent exclusion, has already occurred, then a Deferred Exclusion Transfer (DET) may be appropriate instead. It enables a pupil with no prior significant exclusion history to have a fresh start in a new school. The DET protocol aims to reduce the need to permanently exclude for one off critical events where there is potential for success, given a fresh start. The head teacher must be sure that the severity of the incident warrants permanent exclusion and must make this clear to parent/carers. However, the parents can be given the option of transferring their child to an alternative school, as a DET, instead of following the permanent exclusion process at the school. If the trial period is not successful, the receiving school head teacher must notify the previous school with a statement explaining the breakdown. The original school will then start the permanent exclusion process which was deferred while the pupil was given the opportunity to make a fresh start. Normal permanent exclusion process then applies.

FLOWCHART FOR MANAGED MOVES – NON SEND



Managed Move Process - Mainstream Pupils with a Statement of SEND²



² All references to Statements of SEND apply equally to Education Health Care Plans
Guide to Managed Moves 2016 May 2016

When is a Managed Move appropriate?

A change of school is likely to be effective when a pupil is not thriving at school, despite the best efforts of school staff and agency support.

Issues arising may include:

- Difficulties relating to peer relationships; for example, where a group of peers are influencing the pupil to behave badly or where there is conflict between peers.
- Ongoing conflict with a member of staff (or a number of staff)
- Refusal to do any work
- Poor behaviour having a continuously detrimental effect on the progress of other pupils and/or the pupil concerned.

The best time to start discussing managed moves is early, when the pupil's behaviour starts to deteriorate, rather than when the situation has become too deeply established. Early indicators that the child may be reaching this point may be that the pupil is taking up increasingly more senior management time, complaints are being made by teachers, other pupils or other parents, or that the pupil is not achieving their educational potential through misbehaviour.

A managed move is most likely to be successful when the **pupil** and their family have reached a point of wanting a fresh start and are willing to work with staff to change their behaviour.

First Steps

Parents/carers meet with staff at school and agree, in principle, to a fresh start at a new school. Pupil and parental preferences on an appropriate alternative school are sought. It may be appropriate to invite to this meeting other services and agencies which have been involved with the pupil, such as their Behaviour Support Teacher, Educational Psychologist, Virtual School worker, Social Worker, MAT worker, Mentor or Teaching Assistant.

School Behaviour Cluster Meeting

For secondary schools, the Headteacher, or their representative from the senior management team, contacts the administrative support for their area Cluster meeting, to add the pupil name to the agenda of the next Cluster meeting. For primary schools, the Headteacher contacts other Headteachers within their local community to explore managed move options.

Secondary School Cluster Contacts (Amended May 2016)

AIS Rachel Hammond
01246 273458
RHammond@parksiderbyshire.derbyshire.sch.uk

BAmber Pete Kenworthy
01773 872391 x 621
P.Kenworthy@tibshelf@derbyshire.sch.uk

South Amber Valley & Erewash Claire Collishaw
0115 9397326
ccollishaw@friesland.derbyshire.sch.uk

Peak 11 Eddie Wilkes
01629 581888
headteacher@highfields.derbyshire.sch.uk

Jo Powis
01433 620555
jpowis@hopevalley.derbyshire.sch.uk

South Derbyshire Richard Tilley
01283 216765
rtilley@granville.derbyshire.sch.uk

The school will provide as much information as they can to the Cluster meeting, to assist decision-making, planning and integration. This should include information on the child's abilities, disciplinary record, attendance, parents' views, home issues, outside school issues, the child's current views on the situation and aspirations, strategies used and outcomes.

The **pupil information template** document may be a useful tool for sharing this information at the meeting.

At the Cluster meeting, the child's behaviour, educational needs and possible suitable placement will be explored and a receiving school will be identified. Within this discussion, ease of transport and funding implications must be discussed. The **managed move agreement form**³ formalises the process. As the managed move placement has been decided at the Cluster meeting, the pupil's progress will remain on the agenda of the Cluster group throughout the managed move and while the pupil remains at risk of exclusion.

³ A DCC managed move agreement form has been included as part of this protocol. Where schools have individual school or school cluster forms, it is important that all parties give signed consent, and the forms are returned to the Inclusion Team.

Agreeing to a Managed Move

Headteachers (or their representatives) of both the home and the receiving school need to agree that it would be in the young person's best interests to be supported by a managed move to a new school for a fresh start, following a period of behaviour difficulties at their current school.

Parents/carers and the pupil are invited to an introductory meeting at the prospective school to discuss how the managed move will work and discuss practical arrangements and support available. The points below summarise what each party is agreeing to.

In making this arrangement, the home school believes this strategy may assist the young person to change their behaviour. The young person wishes to see a change in their behaviour and is willing to work towards this outcome. The parents/carers have confirmed that they will support the young person in changing their behaviour.

The home school will:

- Keep the pupil on roll, marking **admissions register (pupil enrolment status)** as M (current main school – dual registration) and **attendance register** as B (off site educational activity) or appropriate absence code. The attendance / non-attendance is attributed to the home school.
- Accept the young person back in school to plan a way forward, should the managed move be unsuccessful. A reintegration meeting will be required. NB. New incidents at receiving school can be taken into consideration by home school, but the starting premise of a managed move is that the young person will return to the home school. The exclusion would be attributed and recorded by the home school.

In making this arrangement, the **receiving school** will explain its expectations including its behaviour policy and rules. School staff will also explain the process of reviews, leading to a possible transfer to the school roll, within twelve weeks.

The receiving school will:

- Record the pupil on the **admissions register (pupil enrolment status)** as S (current subsidiary – dual registration)
- Set up a subsidiary **attendance register** for recording pupil's attendance/absence twice daily
- Undertake regular reviews keeping all relevant parties informed
- Keep the young person & parents/carers informed of his/her progress

The **managed move agreement form** should be completed and signed by all appropriate parties (both schools and parent).

When to Notify the Authority – recognition under Fair Access

The **managed move agreement form** should be returned to **Sue Mills, Inclusion Team, Room 65, John Hadfield House, Matlock, DE4 3RD**, or by using the secure communication route available through Schools Extranet. Managed moves notified to the Inclusion Team are acknowledged within the Fair Access protocol and schools are credited via the points system. The referral of managed moves to the Cluster will also provide colleagues with the opportunity to protect schools from pressure caused by multiple placements.

Please inform the Inclusion Team at the start *and* end of a managed move. At the end of the managed move the **managed move completion form⁴** must be sent to **Sue Mills, Inclusion Team, Room 65, John Hadfield House, Matlock, DE4 3RD**.

Preparation for the Managed Move

Parents/carers, the pupil and any other adults involved will need to meet key school staff to agree a support plan. The plan will include:

- **Timetable/class/tutor group**
- **Uniform and equipment arrangements**
- **Dinner arrangements**
- **Induction programme including policies and procedures relating to attendance, behaviour, homework, school activities**

- **Transport arrangements**

There will be transport considerations for the majority of managed moves. Home to School Transport applications for managed moves will be assessed in line with the Authority's agreed criteria for assistance. Clusters are expected to consider the implications of transport and access when making decisions about managed moves, as inaccessible placements have considerable funding implications.

The Authority will fund home to school transport by a bus pass. Any exceptional need outside of this provision must be fully explained in writing.

Applications for assistance are made on the generic form X78. Please note that, as the X78 is a universal transport request form, the guidance attached to it does not relate specifically to managed moves. Schools need to highlight this to parents. Please help the family to complete this application form and send to:

**School Admissions & Transport Team, Council House, Saltergate,
Chesterfield, Derbyshire S40 1LF**

admissions.transport@derbyshire.gov.uk

⁴ A DCC managed move completion form has been included as part of this protocol. Where schools have individual school or school cluster forms, it is important that all forms are returned to the Inclusion Team.

Queries can be raised by contacting 01629 537479.

- **Mentoring and support arrangements (eg use of inclusion base/teaching assistant support/ peer mentoring/ supervised breaks)**

An individual package with multi-agency support should be in place for the student prior to entry and schools may wish to identify their needs through an Early Help/Single Assessment. The package will describe realistic expectations of the student. This may include:

- Frequent, regular access to a named adult with whom the pupil can share anxieties and concerns as well as successes and achievements.
- Involvement of a specialist mentor, teaching assistant or Behaviour Support Teacher in order to address behaviour concerns as soon as they arise.
- Peer support through a buddy or peer mentoring programme.
- Opportunity to have agreed time out sessions in the schools equivalent of an inclusion suite.

In addition, a transferring pupil **may** require access to and support from a range of agencies and professionals as identified in the integration plan.

Recording Pupil Status and Attendance for a Managed Move

Please ensure that the following information is passed to the person responsible for maintaining pupil admission/attendance records and pupil database.

It is important that the following guidance is followed:

Admissions Register (Pupil Enrolment Status)

Prior to the managed move, if the pupil only attends one school, the Admissions register will be marked with the enrolment status of C (current single registration at this school only).

At the start of the managed move the home school should change this status to M (current main school – dual registration). [For pupils already dual-registered; for example a student attending the main school and a pupil support centre on a part-time basis, the Admissions register will already be marked as M.]

The school offering the pupil a place on a trial basis (receiving school) should record the pupil with an enrolment status of S (current subsidiary – dual registration).

At the end of the specified period of the managed move the pupil's enrolment status must be changed to reflect the outcome of the managed move. Where the managed move is successful, the main school (home school) with enrolment status M will take the pupil off roll in parallel to the trial school (receiving school)

changing the pupil's enrolment status from S to C (current single registration at this school).

Where the managed move is unsuccessful, the main school (home school) changes the enrolment status from M to C (current single registration at this school) in parallel to the trial school (receiving school) taking the pupil off roll.

Attendance Register

Managed Move protocols are not prescribed for in the Department for Education (DfE) document 'School Attendance. Departmental advice for maintained schools, academies, independent schools and local authorities' dated October 2014. Therefore, the Local Authority proposes the following arrangement:

- The Main school (home school) codes the pupil with 'B' (off-site educational activity) or appropriate absence code. This attendance data is counted statistically and code 'B' indicates that the main school (home school) remains responsible for the safeguarding and welfare of the pupil for whom the Managed Move has been agreed.
- The school offering the pupil a place on a trial basis (receiving school) sets up a subsidiary attendance register for recording the pupil's attendance/absence twice daily.
- The trial school (receiving school) uses their systems and procedures to follow up unreported absence and determine the appropriate absence codes to be used
- The main school (home school) regularly contacts the trial school (receiving school) to obtain details of the pupil's attendance/absence to ensure that accurate attendance records are kept.

The financial arrangements between schools are a matter for their mutual agreement but it is important to be able to identify pupils on a managed move.

Reviewing a Managed Move

It is important for there to be a named person at the home school who will continue to be involved in the process of the managed move, who will liaise with the receiving school, monitor how the pupil is settling in, monitor attendance and attend review meetings up to the point of change of roll or return to the home school.

Regular reviews should be held until a decision is made about the future of the placement. They should involve staff from the two schools, the family and other key adults. Should interim problems arise, these should be dealt with swiftly. For secondary schools, solution circle focus at the next school cluster meeting may be an appropriate way forward. It is planned that all managed moves will remain on the agenda of the school cluster meeting until at least the end of the managed move process.

It is good practice to involve parents/carers as fully as possible. When asked, some parents/carers have identified that they appreciate:

- Having one key, named person they can contact in school and who attends reviews
- Receiving regular feedback about how their child is doing, both good and bad reports
- Being informed of problems as soon as they arise.

Exclusion

If the receiving school is thinking of ending the managed move (which may be earlier than the end of the agreed timescale), the Head should hold an urgent review meeting involving both schools and the family.

The failure of a managed move in itself should not automatically result in a permanent exclusion; since one of the fundamental principles of a managed move is the home school should accept a pupil back. However new behavioural incidents at receiving school will need to be shared with the home school, since ultimately the home school would need to consider whether an additional sanction would need to occur, including the issuing of a fixed or permanent exclusion. The home school need to make any decision about an exclusion based on the evidence and investigation of the incident conducted at the receiving school. The exclusion would be attributed to the home school. Any decision to exclude would need to relate to the DfE 2012 Guidance 'Exclusion from Maintained Schools, Academies and Pupil Referral Units in England'.

At the End of a Managed Move Trial Period

A managed move trial period is usually a maximum of 12 weeks. At the end of this period, a review meeting should be held to decide whether the receiving school will enter the pupil on their school roll (and the home school delete the pupil from their roll, in parallel).

A pupil on a managed move may continue to display some challenging behaviour but hopefully on a lesser level than previously. Low level behaviour issues are not an adequate reason for ending a managed move. Repetition of significant behaviour difficulties may however lead to a breakdown of placement. Where attendance is problematic during a managed move, the receiving school would have to demonstrate that they have made every possible effort to engage with a pupil through strategies such as monitoring, tracking, meetings with parents and a referral to the EWS where appropriate.

If it is decided that the pupil will not be taken onto the roll of the receiving school, the pupil will return to their home school with plans for re-integration. Failure of a managed move should be handled sensitively. It should be explained to the pupil how they have not maintained their part in the behaviour contract agreed at the outset of the managed move. This should be put in writing to the family and the pupil should return to the home school. The home school will then work with the family and support services to plan a new way forward.

It is necessary to inform the Inclusion Team, of the **decision taken and, if applicable, the on roll date**. Please complete the **managed move completion form** and return to **Sue Mills, Room 65, John Hadfield House, Matlock, DE4 3RD**.