



## ROYAL BOROUGH MANAGED MOVES PROTOCOL

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A managed move is a move of a pupil between 2 mainstream schools in RBWM for the benefit of their education. It takes place on a trial basis initially before being made permanent if the trial is successful.

### 1. The Key Principles of Managed Moves in RBWM

- Schools in RBWM share a collective responsibility for all children and young people living in the Borough. The use of managed moves is one means by which vulnerable children and young people can be supported to remain in an educational setting and thus continue to access learning. It is a consensual process and one in which all RBWM schools take part as and when appropriate.
- Managed moves will have the agreement of all those involved: the parent, the pupil, the home school and the receiving school
- The reasons for, and the advantages of, a managed move should be explained clearly to the parent and the pupil. However, a parent should not be coerced into such an arrangement
- The aim of a managed move is for the young person to transfer permanently to the roll of the receiving school after a successful trial period, thus having a fresh start in a new setting
- Managed moves are a form of early intervention, used when a range of other strategies have been tried but well before the point of permanent exclusion
- Managed moves are brokered, monitored and evaluated by the Fair Access Panels. Between meetings the power to liaise and broker managed moves is delegated to the Strategic Lead who will then report developments to the next Panel meeting
- The pupil remains the responsibility of the home school until the arrangement has been made permanent
- The home school will ensure that information sharing between them and the receiving school is of the highest quality and to an agreed format



- The trial period will normally be no longer than one (short) term or 6 weeks.

## **2. Criteria for instigating a managed move**

- a. A range of other support strategies and interventions have been tried and clearly documented; and
- b. It is felt by school staff, the family and other professionals that a fresh start in a new school would benefit the young person and improve his or her access to learning; and
- c. Where staff feel that a permanent exclusion may be a potential outcome in the future (but see f. below); and
- d. It is agreed that if the move is not successful the pupil will return to the home school; and
- e. The pupil and their parent or carer support the idea of a managed move;
- f. Under exceptional circumstances a managed move can be considered where the young person is not at risk of permanent exclusion but where their ability to access learning is severely impaired by emotional and social factors. Particular criteria apply in these circumstances – see Appendix 1

## **3. Circumstances when a managed move would not normally be appropriate**

- a. The young person is in Year 11. This situation would more appropriately be dealt with through placement in an alternative provision
- b. The young person has a child protection plan, unless the managed move is part of the plan
- c. The young person has a statement of Special Educational Need/Education Health and Care Plan. A managed move could happen but would have to flow from a formal review of the Statement or EHC Plan.
- d. The young person is a child in care. In this case, the move would form part of the child's PEP and would have to have the support of the headteacher of the Virtual School

## **4. Funding for a Managed Move**

- a. During the trial period the home school will be required to contribute a sum equivalent to the AWPU, and Pupil Premium if applicable, to help cover the costs incurred by the receiving school. This will be facilitated by the Inclusion and Access Officer
- b. A request may also be made to the Fair Access Panel by the receiving school for additional funding. The Panel will require full details of the proposed expenditure linked to pupil progress

## **5. Transport**

- a. A young person subject to a managed move may have to travel further than to their current school. In order to facilitate the managed move it may be necessary to fund the young person's travel costs. If this is agreed, transport during the trial period will be funded from the Panel's budget and a submission made to the LA's home to school transport budget for funding under the Exceptional Circumstances provisions. A request should be included in the overall funding request.
- b. In addition to the funding of transport it must be clear that it is feasible in practical terms for the young person to travel to the receiving school
- c. The Panel will need to be fully informed about the availability of funding and the feasibility of transport in order to reach an appropriate decision about the choice of receiving school.

## **6. Responsibilities of the home school**

- a. To provide the full range of information required in the referral process to the Fair Access Panel
- b. To sign and adhere to the memorandum of agreement with the receiving school
- c. To transfer to the receiving school a portion of the AWPU equivalent to the length of time of the proposed trial period
- d. To obtain from the receiving school regular data for the young person's attendance, behaviour and achievements
- e. To hold regular and scheduled reviews on the success of the managed move and its impact on the progress of the young person. This would normally be two reviews within the 6 week trial period
- f. To report on the success of the managed move and its impact on the progress of the young person to the next scheduled Fair Access Panel
- g. If a school census date falls within the trial period to record the young person as being on roll

## **7. Responsibilities of the receiving school**

- a. To sign and adhere to the memorandum of agreement with the home school
- b. To keep a record of the young person's achievements, attendance and behaviour
- c. To provide that data on a regular basis to the home school at the scheduled review meetings

## **8. Responsibilities of the Fair Access Panels**

- a. To consider a referral for a managed move by the home school and to examine carefully the range of strategies already implemented by the home school
- b. To consider the part played by all the potential receiving schools in previous managed moves, fair access allocations and so on, using the tariff system attached as Annex 1
- c. To consider the existing range of pupils in the potential receiving schools
- d. To allocate a receiving school based on the information above

- e. Monitoring: the Panel will request and receive monitoring reports of children subject to managed moves. Once the move has been made permanent the Panel will receive monitoring reports on a short termly basis for the equivalent of one academic year.

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Appendix 1 to Managed Moves Protocol – Children with severe emotional and social difficulties impairing their ability to access learning

The admissions appeals process already provides a fair and equitable means for children in these circumstances to apply to a new school and to have their case heard in a very thorough manner by an experienced, independent panel. For the most part, parents should be encouraged to use this statutory appeals process. However, there are a small number of circumstances where the need is so acute and/or urgent that a managed move is more appropriate:

- Bullying or relationship issues which are unusually severe and sustained and where the home school has implemented and documented a range of strategies without success
- A traumatic event in a child’s home life necessitating a change of address or meaning that a transfer to a new school is imperative and urgent
- It must be clear that the issue will not be resolved in the short to medium term
- The proposed move must be supported by the headteacher of the home school and subject to all the areas of the Managed Moves Protocol.