

# AfC RBWM

# Managed Moves Protocol

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## Introduction

- September 2023 Government Guidance (the ‘**Guidance**’) titled [‘Suspension and permanent exclusion from maintained schools, academies and pupil referral units in England, including pupil movement’](#) provides guidance on the use of managed moves at paragraphs 48-52.
- For the first time, the Guidance explains what a managed move is. However, it uses relatively broad terms and does not cover the mechanics of how a managed move should operate.
- This document sets out the Local Authority (the ‘**LA**’) recommended practice for the use of managed moves and outlines where schools can access support to implement and monitor them.

## The key principles

- Schools in the 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 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 in as and when appropriate.
- Managed moves **must** 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/trial transfer, thus having a fresh start in a new setting.
- Trial periods, also known as trial transfers, take the form of a period of dual registration at the home school and the receiving school. If a child/young person is attending the receiving school and accessing an education, then they will also need to be included on that school’s roll. The Education (Pupil Registration) (England) Regulations 2006, which provide specific requirements on pupil registration and the circumstances in which pupils can be deleted from the roll, will be relevant to both schools in relation to the pupil in question.
- Managed moves are different to off-site directions. Off-site directions should be used where a temporary move to another school needs to occur to improve a pupil’s behaviour and you do not require parental consent.
- 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 monitored and evaluated by the Fair Access Panels.
- 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/trial transfer will normally be no longer six weeks. In exceptional circumstances a twelve week trial period/trial transfer may be agreed. However, such arrangements must not go over twelve weeks.

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

- A range of other support strategies and interventions have been tried and clearly documented.
- 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 their access to learning.
- Where staff feel that further suspensions/permanent exclusion may be a potential outcome in the future.
- It is agreed that if the move is not successful the pupil will return to the home school without delay.
- The pupil and their parent or carer support the idea of a managed move.
- 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. (Schools can contact the Inclusion and Access Manager to discuss if the circumstances would be appropriate to broker a managed move).

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

- The young person is in Year 11: due to the impact on the child's exams and option of curriculum, there may be other alternative options available to support the young person.
- The young person has a child protection plan, unless the managed move is part of the plan.
- The young person has an education and health care plan.
- The young person is a child in care. In this case, the move would form part of the child's personal education plan (PEP) and would have to be supported by the headteacher of the Virtual School.

## **Funding for a managed move**

- 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 between the schools' business managers.
- 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.

## Transport

- A young person subject to a managed move may have to travel further than to their current school. To facilitate the managed move, it may be necessary to apply to RBWM transport to request an application. If this is agreed, transport during the trial period can be considered via the Fair Access Panel's budget. Please note that transport applications can take up to 4 weeks to process.
- 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.

## Recording Managed Moves in the register

- While the pupil is on a managed move and has not moved permanently to the receiving school, the 'D code' (dual registered) should be used in the register. During the period of the managed move the home school will maintain the students' registration but will need to amend the enrolment status of the student to 'Main' to reflect dual registration. The receiving school will then record the student as 'Subsidiary' for dual registration purposes for this trial period. This is important as it identifies students in this situation and reflects both funding and safeguarding arrangements.
- If the managed move is successful, once the trial period has elapsed then the student should become solely registered at one school. The home school will take the student off roll from the date mutually agreed and the receiving school will change the enrolment status of the student to 'Current' (sole registration) from the same date.

## Managed moves paperwork

- The home school must complete a managed move referral form and send it to the potential receiving school. The form template can be found here: [Managed Moves Referral Form](#)
- The home school and receiving school alongside parents/carers and child must conduct a Memorandum of Understanding meeting, ensuring achievable SMART targets are set for the child to work towards to make the move successful. The Memorandum of Understanding form template can be found here: [Managed Moves Memorandum of Understanding Paperwork](#)
- A copy of the completed referral form and signed memorandum of understanding must be sent to the Inclusion & Access Manager. The LA cannot record the managed move on the database without a record of the paperwork.

## Responsibilities of the home school

- To complete a [Managed Move referral form](#) and send to the proposed receiving school.
- To arrange the initial meetings and review meetings for the managed move with the receiving school, child and parent/carer.
- To sign and adhere to the [memorandum of understanding paperwork](#) with the receiving school, parent/carer and child.

- To transfer to the receiving school a portion of the AWPU equivalent to the length of time of the proposed trial period (and pupil premium if applicable).
- To explore if uniform needs to be explored for the family, should the family require support to facilitate this, the home school should provide.
- To obtain regular attendance, behaviour and achievement data from the receiving school for the young person.
- 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.
- To report on the success of the managed move and its impact on the progress of the young person to the Inclusion & Access Manager.
- If a school census date falls within the trial period/trial transfer to record the young person as being on roll.
- If a managed move is ended by the receiving school, the home school must admit the child back into the home school **without** delay.

## Responsibilities of the receiving school

- To respond to the managed move referral to confirm if you are or are not able to support a managed move.
- To sign and adhere to the agreed terms of the [memorandum of understanding paperwork](#) alongside the home school, parent/carer and child.
- To help and support the child to achieve the targets agreed.
- To keep a clear record of the young person's achievements, attendance and behaviour.
- To provide the above data on a regular basis to the home school and at the scheduled review meetings.
- To send the child's attendance report on a weekly basis to the home school.
- If the Head Teacher of the receiving school decides to end a managed move due to behaviour/attendance, the home school must be contacted without delay.

## Responsibilities of the Inclusion & Access Manager

- The Inclusion and Access manager will present the managed move database to the fair access panel.
- Inclusion and Access Manager will attend scheduled managed move meetings as and when required by the home/receiving school.
- Where a home school requires additional support to explore a managed move, e.g. sharing contact details, supporting a conversation with another school, the Inclusion & Access Manager can be contacted.
- Fair Access Panel will keep a record of all managed moves.