

# AfC RBWM

# Managed Moves Protocol

## Contents

|                                                                            |   |
|----------------------------------------------------------------------------|---|
| Introduction.....                                                          | 2 |
| The key principles .....                                                   | 2 |
| Criteria for instigating a managed move .....                              | 2 |
| Circumstances when a managed move would not normally be appropriate .....  | 3 |
| Funding for a managed move.....                                            | 3 |
| Transport .....                                                            | 3 |
| Admission Register.....                                                    | 3 |
| Managed Moves paperwork .....                                              | 4 |
| Responsibilities of the home school.....                                   | 4 |
| Responsibilities of the receiving school .....                             | 5 |
| Responsibilities of the fair access and inclusion and access manager ..... | 5 |

## Introduction

- July 2026 Government Statutory 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 on pages 25 & 26.
- This document sets out the Local Authority (the 'LA') recommended practice for the use of managed moves.

## 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.
- A managed move is used to initiate a process which leads to the transfer of a pupil to another mainstream school permanently.
- The law does not allow for a 'trial admissions' or 'trial managed move'. If a temporary move needs to occur to improve a pupil's behaviour, then **off-site direction** should be used. The required review of an off-site direction placement may identify alternative options, which includes a permanent managed move (for pupils placed in a mainstream school).
- Managed moves **must** have the agreement of all those involved: the parent, the pupil, the home school and the receiving school.
- A pupil undergoing a managed move must not be admitted ahead of pupils on a waiting list, where the school is operating one, unless the child meets the school's published oversubscription criteria more closely than those already on the list.
- 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.
- Managed moves are a form of early intervention, used when a range of other strategies have been tried, but before the point of permanent exclusion.
- Managed moves are considered separately from the Fair Access Protocol (FAP) process. Where it is helpful, discussions about children to be placed by the FAP may be combined with discussions about potential managed moves for children not eligible for the FAP.
- The referring school will ensure that information sharing between them and the receiving school is of the highest quality and to an agreed format.

## 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 (if involved) 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.
- 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).
- For a pupil with an Education Health and Care Plan, such queries should be directed to RBWM SEN Service for consideration as the local authority must follow their procedures for amending a statutory plan.

## **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 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.
- The Parent/Carer does not agree to a managed move. *A pupil must not be permanently excluded because of their parent's refusal to agree a managed move.*

## **Funding for a managed move**

- If a Managed Move has been arranged for a child who has been previously been placed at a provision via fair access, schools can refer to the fair access panel to make a request for financial contribution towards intervention to support the success of the Managed Move.

## **Transport**

- Before initiating a Managed Move, transport must be discussed with the Parent/Carer to ensure it is feasible for the young person to travel to the receiving school.
- In some cases, a child may have to travel a further distance from their original school. Parents/Carers can submit a school transport application which will be reviewed eligibility determined against the RBWM School Transport policy.

## **Admission Register**

- Once a pupil undergoes a managed move, the pupil moves permanently from the original school to the new school, and the pupil's name should be deleted from the original school's admission register and added to the admission register of the new school. Where a managed

move follows a period of off-site direction, the pupil will already have been registered at the school where they are receiving education off-site; in these circumstances, the deletion from the original school's register only takes place when the move becomes permanent. The pupil should be registered at one school only.

## Managed moves paperwork

- Before a child moves from one school to another through a managed move, the two schools and the local authority where appropriate must share all relevant information to ensure the move is as successful as possible. This includes:
  - *Attainment & academic progress*
  - *Academic potential*
  - *Any current risk or concerns for example, behaviour, safeguarding, attendance or other factors that could affect their placement*
  - *An outline of what support has previously worked including strategies, interventions or approaches that have been supportive*
  - *Advice on how risks should continue to be managed including practical advice on how best to support the child and reduced the likelihood of difficulties continuing*
- The receiving school will require parents/carers to complete relevant paperwork to secure the child's admission into their school
- The referring school must notify the local authority when a managed move has taken place using the **RBWM Managed Move notification form** which can be found here: [Managed Move Notification Form 2026/27](#)

## Responsibilities of the original school

- To liaise with potential receiving schools where it is deemed in the best interest to explore a Managed Move.
- To arrange the initial meetings for the managed move with the receiving school, child and parent/carer.
- To fully explain the reason for the managed move to Parents/Carers preferably face to face or where this is not possible telephone.
- To gain **written consent** from Parents/Carers to confirm they agree with the managed move.
- To be fully transparent with the receiving school regarding the child's details in relation to safeguarding, risk management, attendance and behaviour.
- To ensure all files are successfully transferred across to the receiving school.
- To explore if the family requires support with purchasing uniform. Where appropriate, specifically for children who qualify for free schools meals or pupil premium, support the family to obtain the new uniform.

- To discuss with the Parent/Carer how the young person is going to get to and from the receiving school.

## **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 help and support the child by implementing suggested risk management strategies provided by the referring school.
- To ensure the child is admitted and registered on the school roll on day one of the Managed Move.

## **Responsibilities of the Inclusion & Access Manager**

- The Inclusion and Access manager will present the managed move data to the fair access panel.
- Inclusion and Access Manager will provide advice on Managed Moves to local schools in line with the Suspensions & Permanent Exclusions Guidance July 2026.
- Where a referring 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.
- All Managed Move notifications will be accessed and processed onto a local database by the Inclusion & Access Manager.