MANAGED MOVE PROTOCOL FOR CHILDREN WITH CHALLENGING BEHAVIOUR

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1. **Latest Statutory Guidance**

1.1 ‘Maintained schools have the power to direct a pupil off-site for education to improve his or her behaviour. A pupil can also transfer to another school as part of a ‘managed move.’ Where this occurs it must be with the consent of the parties involved, including the parents. However, the threat of exclusion must never be used to influence parents to remove their child from the school.’

‘Exclusion from maintained schools, academies and pupil referral units in England’ 1-9-12

1.2 This means managed moves should only be undertaken with the full knowledge and co-operation of all the parties involved, including the parents and the Local Authority, and in circumstances where it is in the best interests of the pupil concerned.

2. **Key Principles**

2.1 The educational needs of the pupil should be paramount in any decision to instigate a managed move.

2.2 The objective of a managed move should be to initiate a formal process leading to the transfer of a pupil to the roll of a new school.

2.3 A managed move must occur with the consent of all parties and should be ratified by the appropriate Behaviour and Attendance Partnership.

2.4 The managed move is most likely to be effective when used as a tool for early intervention, rather than as an alternative to permanent exclusion arising from repeated and serious instances of indiscipline.

2.5 The managed move should be preceded by high quality information sharing between the ending and receiving school, including data on prior and current attainment, academic potential, a risk assessment and advice of effective risk management strategies.

2.6 The managed move should be approved and monitored by the appropriate Behaviour and Attendance Panel, to avoid suggestions of collusion, to ensure equity across the Partnership’s schools and to allow access to extra resources, where these are required to support the managed move.

3. **Definition**

3.1 This term covers all arrangements for pupils who remain on roll at the home school whilst accessing their full time educational provision elsewhere and therefore covers managed moves between schools, between schools and The Link School and programmes it has commissioned and between schools, Academies and local colleges. It would also cover arrangements with voluntary sector providers, known as ‘Alternative Providers’, where these providers do not have their own roll.
4. **When is a managed move appropriate?**

4.1 As an alternative, where the young person is likely to be permanently excluded.

4.2 Where the school’s own behaviour management strategies have been implemented to address a series of behavioural concerns and a Pastoral Support Plan meeting has concluded that a fresh start in a new school would be the most positive intervention strategy to maintain the pupil in education.

4.3 Where there are well documented instances of other interventions and support strategies which have already been tried and are proving unsuccessful.

4.4 Where the relationship between the pupil and either a particular group of fellow pupils and/or staff has broken down to an irrevocable degree

5. **When is a managed move not appropriate?**

5.1 A managed move should not be sought for a pupil in Year 11. A modified programme, which might include referral to alternative provision, may be more appropriate.

5.2 A managed move should not be instigated for a child with a child protection plan, unless the proposed move forms part of this plan.

5.3 A managed move should not normally be instigated for a child with a Statement of Special Educational Needs, as this could undermine the statutory process of annual review of the Statement. The consideration of the appropriateness of the child’s current placement and provision is always undertaken as part of the review process. Managed moves for children with SEN are managed by the SEN team and do not go through the Behaviour and Attendance Partnerships as the Local Authority is the Admission Authority. The SEN code is paramount and there must be a formal review of the statement before a managed move can be agreed. When a Statemented pupil is the subject of a managed move, the school of origin has responsibility for the annual review during the initial trial period. The receiving school assumes responsibility once this period has been successfully completed. Schools will be kept informed by the SEN Officer.

5.4 Managed moves should only be considered for a looked after child, with the consent and support of the Head of the Virtual School. The managed move should form part of the child’s care plan.

6. **All Arrangements should be Voluntary**

6.1 It should be stressed that the protocol puts Headteachers under no pressure to accept a student when a managed move is not felt to be in the interests of the student, or of other students in the school. Nor can a Headteacher be put under any pressure to attempt a managed move unless the Headteacher feels it is in the best interests of all parties.
6.2 When the Headteacher makes the decision to consider proceeding with a managed move, an approach should be made to the parents of the pupil for their agreement to implement the strategy. Only if the parent/carer is in full knowledge and has given approval should the process go ahead. If the parent/carer refuses, the school can record the refusal but must then use its behaviour policy and school disciplinary procedures to manage the pupil. In this instance, the Headteacher must adhere to the statutory guidance on managing exclusions; ‘However, the threat of exclusion must never be used to influence parents to remove their child from the school.’ If a parent wishes a managed move but the school does not support the move parents are entitled to seek a casual admission. The Behaviour and Attendance Panel will provide guidance to Headteachers in this situation.

7. Instigating a Managed Move

7.1 Schools should use the Behaviour and Attendance Partnership as the broker for managed moves as this allows for collective decision making and access to appropriate support packages and resources. In all managed moves, however, a clear rationale must be established for an improvement in the behaviour of the student at the receiving school, supported by high quality information sharing between the sending and receiving schools.

7.2 Whenever possible planning for a managed move should begin before the learner reaches crisis point. However it has to be accepted that on some occasions when a learner is about to be permanently excluded that the managed move should be fast tracked. On these occasions the Pupil Support Manager supporting the Local Area Panel should be contacted to help co-ordinate arrangements to ensure the time out of school is no longer than 5 days.

7.3 On occasion parents may request a transfer of school by completing a casual application form and under the casual admission procedures it has been established that the child has triggered the Fair Access Criteria. In these cases the parents will be informed that they should approach their child’s current school about a possible managed move. The child must not be removed from roll under these circumstances.

8. Travel

8.1 In the interests of a genuine fresh start, Headteachers may take the view that a managed move to a local school might not be appropriate. In cases where a move further a field was felt to be more appropriate, Area Panels can refer to one of the other two panels in Bath & North East Somerset. However, the viability of travel arrangements would need to be investigated and put to parents and pupil involved. In exceptional circumstances to reduce the likelihood of a permanent exclusion the Panel may make a contribution towards travel expenses.
9. **A model process**

9.1 **Step 1**

9.1.1 When a school feels a managed move may be an appropriate option they should hold a Pastoral Support Meeting with the child, family and any agencies who have worked with the child and family. A risk assessment, using the model Panel referral Form should be undertaken, to ensure the Panel has sufficiently detailed information available to make an informed decision. If necessary a Common Assessment (CAF) should be considered to ensure there is a complete assessment of the needs of the child concerned.

9.1.2 The Pastoral Support Plan (PSP) should include notes of any discussion relating to a managed move and indicate the agreement of the parent/ carer and child. The school can invite the attendance of the other agencies and provide a copy of the Managed Move and Fair Access flyer to further inform the child and family. The school can ask for preferences for an alternative school which the Panel will take into consideration; however the school must make clear that the Panel will have to make the decision based on a range of factors; for example the balance of managed moves between schools. The referring school must explain to the parent and pupil that the final decision on the managed move placement rests with the Behaviour and Attendance Panel and that, although they will take preferences into account, it is not possible to guarantee a first choice.

9.2 **Step 2**

9.2.1 A referral to the Behaviour and Attendance Panel should then be made. The Pupil Support Manager will ensure everyone is clear of the process. The Pupil Support Manager will collect all relevant details of the pupil’s history and no attempt should be made to minimise the nature and extent of the challenge the pupil may represent. Where a school has referred a pupil to panel, for consideration, under this Protocol, the school must send a representative to advocate for the pupil. This information will be summarised at the Panel meeting with full information passed onto the receiving school when the decision has been made.

9.3 **Step 3**

9.3.1 The Panel meets and decides on the best placement for the learner. The case is allocated to the APS Reintegration Officer who then makes contact with all parties within 5 working days of the Panel decision and supports the move to the new school. The Reintegration Officer will explain the Panel decision to the pupil and family and will explore their contribution towards making the managed move work.

9.4 **Step 4**

9.4.1 A meeting is held at the receiving school. The meeting should be attended by the pupil and parent(s), as well as the relevant professionals from both schools and the APS Reintegration Officer.
9.4.2 The purpose of the meeting should be:

- To underline the receiving school’s expectations in terms of behaviour
- To detail the programme of support to be put in place for the pupil, with review dates
- To detail the pupil and family’s contribution towards making the move a successful one
- To agree practical arrangements such as starting date, tutor group, timetable, travel and uniform

9.4.3 The Reintegration Officer draws up an intervention agreement which can be used to replace a PSP during the managed move. This covers all the responsibilities and arrangements of the managed move.

9.4.4 The Reintegration Officer will also arrange a restorative intervention should it be deemed appropriate, to ensure that the home school and pupil have had an opportunity to resolve any behavioural issues which might impact on the success of the managed move or the pupil’s return to the home school should the move fail.

9.4.5 The receiving school should receive credit for trying the pupil for example by allocating a point under the agreed points system, where this has been adopted in the Panel’s Constitution. These credits should be used to assist the Area Placement and Support Panels in ensuring managed moves are distributed fairly.

9.5 Step 5 - The move to a new school

9.5.1 Managed moves will be supported by the Reintegration Officer for a period of 16 weeks. After such time the Area Panel can decide to extend the support for a further time limited period or agrees the pupil no longer needs the support of a Reintegration Officer. On closure the Reintegration Officer will pass all case notes to the receiving school and leave a set of recommendations for further success.

9.5.2 Whilst the managed move takes place the home school maintains responsibility for the pupil. The receiving school should supply weekly attendance data and in the case of an alternative provision, such as a dual registered place at The Link School, a weekly progress report.

9.6 Step 6 - A successful move

9.6.1 When a receiving school decides that a pupil is ready to join the new school permanently within a further 16 week period they should hold a review with all parties – the home school, Reintegration Officer and pupil and family. The review should formally recognise the placing of the pupil on roll at the receiving school. The receiving school should inform the Local Authority and the Area Placement and Support Panel via the Pupil Support Manager. The receiving school should receive further credit for taking the child permanently upon the roll, using the process agreed in the Constitution of the Behaviour and Attendance Panel.
10. Other considerations

10.1 Registering at both schools

10.1.1 The home school should mark the pupil as B ‘educated off site’. If the pupil is absent the home school should also record this absence. The receiving school should mark the pupil present / or absent 0 in the usual way.

10.2 Exclusions and breaches of the school discipline codes

10.2.1 Both school behaviour policies apply to the pupil and as such all disciplinary action should be reported to the home school. In the case of fixed term exclusions a copy of the exclusion letter should be sent to the Headteacher of the home school who will report the exclusion to the Governing Body and Local Authority. The Headteacher of the home school may wish to call a meeting with the pupil to discuss the matter and reinforce the importance of good behaviour while on the managed move. Exclusions should be marked as ‘E’ on both registers. It is good practice for schools to review their behaviour policy and school discipline code in light of this Protocol.

10.3 Placement breakdown

10.3.1 Again prevention and early action will achieve the best results but it is recognised by the Panels that this is not always possible.

10.3.2 Should a managed move be at risk of breakdown the receiving school should arrange a review meeting as soon as possible and also contact the reintegration officer at The Link, even if the Reintegration Officer is no longer involved. At no time should the receiving school ask the pupil to leave the school or inform parents that their child has to return to the home school without holding a review meeting to discuss the reasons for the placement breakdown.

10.3.3 Additional support may be required to enable the placement to proceed or if necessary the Reintegration Officer can ensure a return to the home school, or an alternative provision, can occur smoothly and within 5 days.

11. Managed moves to prevent a permanent exclusion

11.1 Schools should look to use managed moves as a measure to prevent permanent exclusion, However on some occasions the parents and/or pupil are unable to cooperate so the school may need to proceed with a permanent exclusion. If the Headteacher has sufficient grounds to issue a permanent exclusion this does not mean that further discussions cannot take place between the parents, pupil and school to facilitate a more positive outcome. In these instances the permanent exclusion process will run its course but should the Headteacher, parents and pupil reach agreement on an alternative solution the Headteacher may withdraw the permanent exclusion from the Governors’ meeting. If a managed move is agreed in these circumstances and that managed move breaks down the Headteacher of
the home school will report the incident to their governors and may seek to move towards a permanent exclusion on the grounds of persistent breaches of the school discipline code. In these cases the pupil will not return to the home school and the Local Authority will make arrangements for education after the 5th day. The permanent exclusion will then go through the appropriate procedures.

12. Failure to attend a managed move

12.1 Should a pupil refuse to attend a managed move placement, the home school can carry out the usual procedures for non-attendance. Where the case is open to the CMES, (at primary level only), the Reintegration Officer will contact the CMEO for additional information. The Reintegration Officer will arrange a planning meeting which should be attended by the child, parents and representatives of the home and receiving school, and another relevant services. The meeting will review the PSP/ Intervention Agreement in order to identify further options to support the child with their attendance. A return to the home school must have the agreement of both Headteachers and the Area Panel, who should be provided with valid educational reasons as to why it should be considered. The return should be planned and supported by the Reintegration Officer. Should a revised PSP/ Intervention agreement fail to bring about a change the home school can use the support of the CMEO (primary level) which may include legal action where appropriate.

13. Funding Implications

13.1 While attending the receiving school the home school can be asked to make a contribution of the AWPU equivalent for that child to cover additional costs. Further costs may be met from resources devolved to the behaviour and Attendance Partnership, with the consent of the Pane

14. Children in Care

14.1 As the corporate parent, the Local Authority will see the rights of Children in Care, involved in managed moves, as a priority. The social worker may wish to be involved in the planning and review meetings and may be able to bring support and advice to these meetings. The social worker will also be informed of their referral to the Area Placement and Support Panel. A Managed Move should only proceed with the consent of all parties, including the Head of the Virtual School.

15. SEN –Annual Review Process

15.1 Managed moves for children with SEN are managed by the SEN team and do not go through the Behaviour and Attendance Panels, as the Local Authority is the Admission Authority. The SEN code is paramount and there must be a formal review of the Statement before a managed move can be agreed. When a Statemented pupil is the subject of a managed move, the school of origin has responsibility for the annual review during the initial trial period. The receiving
school assumes responsibility once this period has been successfully completed. Schools will be kept informed by the SEN Officer.

16. The Role of the Local Authority

16.1 The role of the LA is to give advice on best practice and help schools and partnerships liaise with relevant agencies. It is not the role of the LA to attempt to persuade a particular school to agree to a managed move. These need to be brokered between schools by the behaviour and Attendance partnerships themselves.

16.2 Where a maintained school decides a managed move is not in the best interests of the pupil, and the pupil is subsequently permanently excluded, the LA representative may quite legitimately enquire at the meeting of the Disciplinary Committee whether the Headteacher had given any consideration to a managed move as a possible alternative to permanent exclusion.
Casual Admission Application Form including additional Information received by relevant admission authority

AIF assessed to see if child triggers Fair Access Criteria

If YES

Is the child in care?

YES
Case referred to Virtual Head.

Outcome advised to A&T for letter production & offered school to be informed.

NO

Does child have an accessible school place?

NO

Managed Move protocols apply

Parent advised to contact current school to discuss a managed move.

YES

Fair Access Case

Outcome of panel decision advised to A&T for letter production & offered school to be informed.

NB If managed move not organised within 3 weeks & parent pursues place then dealt with as normal casual admission BUT Behaviour & Attendance Partnership Administrator also informed for agenda item.

Outcome of casual application sent to parent. Letter also advises of panel referral & offered school informed.

If NO

Normal casual admission procedures apply