

The Managed Move Protocol for Schools (Cat 4 of the Hertfordshire Fair Access Protocol)

June 2024

Introduction:

Suspension and Permanent Exclusion from maintained schools, academies and pupil referral units in England including pupil movement (September 2023), advises school leaders that:

“A managed move is used to initiate a process which leads to the transfer of a pupil to another mainstream school permanently. Managed moves should be voluntary and agreed with all parties involved, including the parents and the admission authority of the new school. If a temporary move needs to occur to improve a pupil’s behavior, then offsite direction should be used. Managed moves should only occur when it is in the pupil’s best interests.”

The term managed move is outlined within the Hertfordshire Fair Access Protocol as: -

“the transfer of a pupil who is at serious risk of permanent exclusion from one school to another. Managed moves are intended to provide a way to avoid the need for permanent exclusion in cases where a full range of inclusion strategies has been applied and these have not been lastingly effective in line with the Hertfordshire Emotional Wellbeing and Behaviour Strategy.”

This updated protocol is part of ongoing development within Hertfordshire to further promote early intervention for children in schools and to support Head teachers in ensuring permanent exclusion is the last resort. This protocol has been successfully developed with school partners to offer both schools and families a clear and coherent procedure for choosing the option of transferring to a new school as a way forward. In line with the statutory duty of the Fair Access Protocol there is a focus on ‘fair distribution’ of such students amongst local schools.

Strong school collaboration and ownership of this procedure is fostered to ensure the success of local managed move arrangements. The protocol is designed to support schools to utilise this new procedure rather than ‘Head teacher to Head teacher brokering’ process where the identity of these children or their education whereabouts would not be known.

If Head teachers are approached for a managed move outside of these arrangements and wish to proceed, they should refer the child to their area Inclusion Officer and relevant Managed Move or Inclusion Panel. This will support effective safeguarding and LA Children Missing Education processes.

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This protocol applies to:

All schools within Hertfordshire County Council as specified in the School Admissions Code including those which are or will become responsible for their own admissions, e.g., foundation, voluntary aided schools, and academies.

This protocol applies to children resident in Hertfordshire and to Hertfordshire schools, although it may be applied to children resident in Hertfordshire seeking a place at a school outside Hertfordshire if the admitting authority for the school is prepared to accept this. It also may apply to children moving into Hertfordshire if they were deemed at risk of permanent exclusion in the previous out of area school. In such circumstances the area Inclusion Officer can liaise with the relevant admitting authority.

Additionally, it does not apply to children whose parents/carers did not secure provision at their preferred schools at

- Primary transfer
- Infant to Junior transfer
- First to middle transfer
- Middle to Upper transfer
- Secondary transfer

Each year these application processes close at the end of July and from this point parents/carers wishing to remain on continuing interest lists are expected to make an In-year application. These children will not be considered for managed moves as part of the Fair Access Protocol.

This protocol will also not apply to a Child Looked After, a Child previously Looked After or a child with an Education and Health Care Plan naming the school in question, as these children MUST be admitted. Further information relating to admissions for CLA is included in Section 4 of the Hertfordshire Fair Access Protocol for Schools

Protocol version and review date:

Following consultation with schools, parents/carers, and pupils, this is the second version of the Hertfordshire Managed Move Protocol, dated March 2024. The Protocol will be reviewed in January 2025 for the academic year 2026-27, unless a need to review is identified due to linked policy changes, or legislative changes.

Description of Policy

This protocol describes the principles to be applied and procedures to be followed in specific relation to In Year arrangements, Hertfordshire Fair Access Protocol, Category 4

'Children who are at serious, but not imminent, risk of permanent exclusion – the transfer of a child between schools in these circumstances will be referred to as a managed move.'

Legislation and linked policies

Suspension and Permanent Exclusion from maintained schools, academies, and pupil referral units in England, including pupil movement (DfE, September 2023).

All Admission Authorities must comply with the School Admissions Code (September 2021) and the School Admission Appeals Code (October 2022). These codes are applied to Academies through their funding arrangements.

Behaviour in schools: Advice for head teachers and school staff, (DfE, September 2022).

Local Authority linked policies

Hertfordshire County Council's coordinated schemes of admission for first, primary, junior, middle, secondary, upper schools and academies (including free schools, and university technical colleges)

Hertfordshire Emotional Wellbeing & Behaviour Strategy (2020-23)

Hertfordshire Fair Access Protocol (2023)

Equality Statement

Hertfordshire County Council will only commit to policies and practices which will eradicate discrimination and promote equality for all, regardless of age, gender, disability, religion, and belief, race and ethnicity and sexual orientation.

Safeguarding Statement

All local authority Inclusion Officers will have appropriate safeguarding training and induction so that they understand their roles and responsibilities and are confident in carrying them out. Settings, schools, children, young people and their parents/carers, or any member of the community should feel secure that they could raise any issues or concerns about the safety or welfare of children and know that they will be listened to and taken seriously. This will be achieved by maintaining an ethos of commitment to safeguarding and promoting the welfare of children and young people. This is supported by a clear Local Authority Child Protection policy, appropriate induction, and regular training in line with current legislation and guidelines.

Section 1: Main principles

- 1.1. The term “managed move” refers to the transfer of a pupil who is at risk of permanent exclusion from one school to another as outlined in the Fair Access Protocol Section 8 Managed moves (Category 4 of the Fair Access Protocol) who may benefit from a new school setting. It is a **voluntary agreement between schools and families.**
- 1.2. Managed moves are intended to provide a way to avoid the need for permanent exclusion in cases

where a full range of inclusion strategies has been applied and these have not been effective. Each child will be assessed on a case-by-case basis with consideration of Hertfordshire's Behaviour Strategy and Government recommendations.

- 1.3. Children for whom schools and families seek managed moves would be expected to have received support by the current school between Tiers 3-5 of the Hertfordshire Behaviour Strategy and that this support had been given enough time to have effect.
- 1.4. A permanent exclusion for a one-off serious incident may be necessary due to the impact on the school community. If this child has no significant previous behaviour need, a managed move may be requested if the assessment and professional view is that the child could transition to a new mainstream setting successfully.
- 1.5. A managed move may be direct, i.e., from one school to another, or indirect, i.e., pupils returning to mainstream education from the local ESC, PBS or locality space after a respite period or permanent exclusion.
- 1.6. Managed moves should only be done with the full knowledge and cooperation of all the parties involved, including the parent(s)/carer(s), the schools involved and the LA, and in circumstances where it is agreed to be in the best interests of the child concerned.
- 1.7. Parent(s)/carer(s) will be informed that there is no guarantee that a request for a managed move will be agreed.
- 1.8. It is anticipated that all schools will assist each other wherever possible and be actively involved in both accepting and putting forward pupils for managed moves.
- 1.9. Schools will ensure that there is transparency in information sharing, as this is imperative for appropriate transition plans to be made.
- 1.10. Schools must not suggest to parents/carers that they remove the child from the school and find another school. This will not be considered a managed move. All such cases advised to the Local Authority, will be formally investigated with the option of referral to the Schools Adjudicator.
- 1.11. For In-Year applications where a child is hopping between local schools for the second time within the same phase, the Inclusion Team will send the Inclusion Information form to the current school. From this information, a decision will be made as to whether the child meets the criteria for the Fair Access Protocol. If the child is assessed as meeting the Fair Access Protocol, the current school will be notified that, subject to all parties agreeing, it is being dealt with as a managed move.
- 1.12. There is an expectation that any remaining AWPU will pass from the original school to the new school identified to support the pupil's integration into school. This will correspond to the funding adjustment as if the pupil had been permanently excluded (AWPU, pupil premium and relevant amount in other pupil led factors) These arrangements will be undertaken directly by the original and receiving schools concerned involved in the managed move.
- 1.13. Any general enquiries relating to Managed Moves can be directed to the Statutory School

Exclusion Duty Line ([Appendix 6](#)).

Section 2: Criteria for managed moves

- 2.1 There is an expectation that a pupil referred to a local Inclusion or managed move panel is at risk of permanent exclusion from their current school.
- 2.2 The family needs to be committed to supporting the process. Current government guidance *Suspension and Permanent Exclusion from maintained schools, academies and pupil referral units in England including pupil movement (2023)*, states that parent(s)/carer(s) should never be pressured into removing their child from a school under threat of permanent exclusion.
- 2.3 The school and family should share the view that the current school has, at present, exhausted all reasonable strategies to try and bring about a change of behaviour and that a new mainstream school context is likely to be able to offer something sufficiently different to make the managed move viable
- 2.4 Schools should refer such cases to the Inclusion Team via the Inclusion Information Form where it can be evidenced that the SEN Code of Practice has been followed re IEP/IBP/PSP and that a full range of inclusion strategies have been attempted and been found to be ineffective, in line with the Hertfordshire Emotional Wellbeing Behaviour Strategy
- 2.5 Please see link to the strategy and guidance below:-

<https://www.thegrid.org.uk>

<https://www.gov.uk/government/publications/behaviour-in-schools--2>

- 2.6 For pupils who are on the SEN Register, there would be an expectation that the education for such children is managed in line with Section 5.47 (and 6.57) of the SEN Code of Practice 2015.

‘SEN support should include planning and preparing for transition before a child moves into another setting or school. This can also include a review of the SEN support being provided or the EHC plan. To support the transition, information should be shared by the current setting with the receiving setting or school. The current setting should agree with parents the information to be shared as part of this planning process’.

In such cases a multidisciplinary approach should be offered to provide appropriate and effective transition support to the new school.

- 2.7 There is an expectation that where an EHC Request or EHC Assessment is being undertaken that the original school continues to take responsibility for working with the SEND Team and receiving school to ensure all paperwork is provided to evidence the child’s needs.
- 2.8 Where a child has an Education and Health Care Plan, the child cannot be considered for a

managed move. Any request for a change of placement must go through the emergency review of the EHCP procedure.

2.9 For all other children there needs to be a clear audit of the child's strengths and capabilities that can form the core of a transition plan for a new school.

2.10 A Managed Move would not normally be appropriate:

- where the pupil's presenting need is persistent absence.
- where a parent is seeking a straightforward transfer to another school for a child who is not at risk of permanent exclusion.
- where it would not ultimately be of benefit to the child as the information (Inclusion Referral, Boxall Profile, and any recent baseline testing) indicates that a different way forward may be more suitable.
- where a 'managed moved' child has a sibling. Such sibling cases need to go through the usual in year admissions procedure.

Section 3: Procedure

3.1 Head teachers or parents/carers may request Relocation or Managed Move.

Relocation

3.2 'Relocation' is a short-term intervention where a child is asked to attend a different school for a prescribed period of time. The child may then return to the original school or stay at the new school.

This intervention gives the opportunity for all parties to explore this possibility in a structured way. It also enables the original school a reflective period to reconsider strategies to support the child if they are intending to return.

It is successfully implemented utilising a mixture of timetabled classroom teaching and targeted student support for a short period i.e. two to six weeks. The length of time should be decided prior to admission to the new school and regularly monitored. This may be used: -

- As an intervention prior to managed move where it is deemed that relationships between the child and original school are beginning to break down.
- Where the child themselves feels they would be better placed at another school.
- Year 11 students to avoid a permanent exclusion prior to the end of statutory school.

3.3 When a relocation is undertaken, the original school should mark the pupil as Code D: Dual Registered at another school and the receiving school should register the pupil as present or

absent for each session in the usual way.

Process

- 3.4 Assuming the criteria as outlined above has been met, it is suggested good practice that the school initially consult the parents/carers and pupil about the possibility of a managed move or relocation. The school should request written consent ([Appendix 1](#)) from the parents/carers. This is designed to ensure that, if necessary, it can be evidenced that the family were in agreement with the move.
- 3.5 The school should provide the family with the LA Guidance leaflets ([appendix 3 and 4](#))
Parent(s)/carer(s) must be informed that a request for a managed move may not always be agreed.
- 3.6 Where other professionals are involved with the family (e.g., Virtual School for Children Looked After, social worker for Child in Need or on the Child Protection Register) the school should organise a meeting to discuss the potential managed move.
- 3.7 If parents/carers agree that a relocation or managed move is appropriate, schools should complete the Inclusion Information Form and return it to

inclusion@hertfordshire.gov.uk

- 3.8 The Inclusion Officer will ensure distribution of any managed move paperwork for panels prior to the panel meeting.
- 3.9 On admission to the receiving school, the original school should mark the pupil as Code D: Dual Registered - at another educational establishment and the receiving school should register the pupil as present or absent for each session in the usual way.
- 3.10 The original school should ensure that they remain involved in the managed move for a six-week period to ensure smooth transition and to provide any historical information which may support additional needs and future plans for the child's education.
- 3.11 Current Government guidance advises that managed moves "should be preceded by information sharing between the original school and the new school, including data on prior and current attainment, academic, potential, a risk assessment and advice on effective risk management strategies. It is also important for the new school to ensure that the school is provided with an effective integration strategy" (Suspension and Permanent Exclusion from maintained schools, academies, and pupil referral units in England, including pupil movement (September 2023)). In line with the Hertfordshire Fair Access Protocol (2023), the Inclusion Officer will, ensure a professionals meeting takes place with the previous school to ensure a comprehensive plan for admission to be successful is put together.

Primary Phase

- 3.12 Information relating to the child may be put forward to the local area Primary at Risk Panel (unless an out of area request has been made).
- 3.13 The At-Risk Panels consist of a range of professionals, local Head teachers, DSPL Leads, Primary Support Base Leads, ESC representatives and Inclusion Officer who will, as a group, make the decision on the most suitable school for the child.
- 3.14 Primary managed move process will be managed by the following panels: -

Primary	Panel	Frequency
DSPL1 North Herts	STUC meeting	Fortnightly
DSPL2 Stevenage	STUC meeting	Monthly
DSPL3 East Herts	At Risk Meeting	Fortnightly
DSPL4 Broxbourne	At Risk Meeting	Fortnightly
DSPL5 Welwyn & Hatfield	At Risk Panel	Monthly
DSPL6 Hertsmere	Solution Cluster	Half termly
DSPL7 St Albans	PSB meeting and at-risk meetings	Monthly
DSPL8 Dacorum	At Risk Meeting	Fortnightly
DSPL9 Watford & Three Rivers	Primary meeting	Half termly

- 3.15 During these panels, the Inclusion Officer will ensure that information relating to nearest schools, school performance data and any other relevant information is available to the panel for discussion.
- 3.16 The panel will take account the circumstances of the individual pupil, the pupil's view, as well as which school will be best able to meet their needs.
- 3.17 A meeting will then be arranged as soon as possible at the receiving school within 2 weeks. Representatives from the current and new schools, parents/carers, and the pupil (where age and ability appropriate) should attend this meeting.

Secondary Phase

- 3.18 All information relating to the child will be put forward to the local area Inclusion Panel (unless an out of area request has been made) and where appropriate, the family and pupil will be asked to attend to discuss a potential managed move or relocation.
- 3.19 These Inclusion Secondary Panels consist of ESC representative/s, Services for Young People representative, Specialist Adolescent Support Hertfordshire representative, designated leaders from the local schools and the Inclusion Officer who will as a group discuss and agree next steps in the pupil's education. The secondary managed move process will be managed by the following LA panels and Head teacher Consortium groups for each DSPL area:

Secondary	Panel	Frequency
DSPL1 North Herts	Inclusion Panel	Fortnightly
DSPL2 Stevenage	Inclusion Panel	Fortnightly
DSPL3 East Herts	Inclusion Panel	Fortnightly
DSPL4 Broxbourne	Inclusion Panel	Fortnightly
DSPL5 Welwyn & Hatfield	Inclusion Panel	Fortnightly
DSPL6 Hertsmere	Inclusion Panel	Fortnightly
DSPL7 St Albans	Inclusion Panel	Fortnightly
DSPL8 Dacorum	Inclusion Panel	Fortnightly
DSPL9 Watford & Three Rivers	Inclusion Panel	Weekly

- 3.20 The panel will take account of the circumstances of the individual pupil, the pupil's view, as well as considering which school is best indicated for a relocation or managed move.
- 3.21 A meeting will then be arranged as soon as possible at the receiving school. Representatives from the current and new schools, parents/carers and the pupil plus any professionals involved should attend this meeting.

Transport

- 3.22 There is a correlation between distance to school and attendance. Pupils at risk of exclusion are already experiencing difficulties with their education. These children are therefore more vulnerable to persistent absence which may be further impacted by the length and complexity of the journey to school.
- 3.23 Where possible, consideration should be given to schools within reasonable distance of the child's home address and the Inclusion Officer will ensure nearest schools' information is available.

3.24 If the nearest suitable school that is identified by the panel is over the statutory walking distance (e.g. more than 2 miles (3218 m) from home for children aged under 8, and more than 3 miles (4827 m) from home for children aged 8 and over, a request for transport support will be made by the Inclusion Officer for the pupil and will be considered as the 'nearest suitable school'.

Out of Area placements

3.25 On occasion, a pupil may need to be presented at a panel out of the local area for the following reasons:

- The family is living on a DSPL area boundary and therefore it would be 'reasonable' to approach schools within the statutory walking distance in another local area.
- There may be sound reasons for a placement out of area as it would be in the interest of the pupil concerned e.g., where the reputation of the child will potentially lead to breakdown of a local managed move.

In such circumstances the Inclusion Officer for the school will advise the relevant out of area panel to ensure the child is considered at the earliest point.

Unsuccessful managed moves

3.26 There will be a six-week commitment from original and receiving schools to ensure the managed move is successful.

3.27 In exceptional circumstances where managed moves are considered unsuccessful as the pupil's behaviour has escalated and has not been improved by the move, the case should be referred back to the Inclusion Panel to consider if the child meets the criteria for one of the three options below:

- for another managed move
- for return to the original school
- for provision at the local Education Support Centre

3.28 The receiving school Head teacher should consult with the original school Head teacher before confirming this in writing to the parents ([appendix 2](#)), specifying the date from which the pupil must return to the original school. The receiving school must notify the Inclusion Officer to enable arrangement to be made for the family to attend the Inclusion Panel, if appropriate.

Inability to secure a school place

3.30 The success of this protocol rests on the commitment and collaboration of all involved. The Local Authority and Hertfordshire schools have a long history of consensual work and a deep commitment to inclusive education at all levels and phases. This is expected to continue in order that we jointly find solutions for some of our most vulnerable children through this new protocol.

3.31 Parents/carers must, however, be advised from the outset that a request for a managed move may not always lead to a change of school, as it requires all parties to be in agreement. There may be

occasions where despite best efforts, a new school cannot be identified. In such circumstances, the Local Authority may offer the current school advice on how best to move forward.

Appendix 1 Letter Templates:

From the Head Teacher/Principal requesting parental agreement for a managed move or relocation

Dear [Parent's Name]

I am writing to advise that the school has tried to support improvement in [pupil's name's] behaviour through [strategies in place]

I would like to request that you consider that [pupil's name] may benefit from a [fresh start /relocation] at another school for a period of [x weeks].

Once you have considered the offer, please complete the form below and return it to us to confirm whether you are interested in this opportunity. If so, the Local Authority Inclusion Officer will invite you to a meeting to discuss further.

If the school does not hear from you by [date] (allow 5 school days from the date of this letter), I will assume you do not wish to consider the managed move.

If you would like further advice on the managed move process, please contact [name] Inclusion Officer on [contact number].

Yours sincerely,

[Name]

Head Teacher/Principal

cc: Inclusion Officer [please return to inclusion@hertfordshire.gov.uk]

Parent/Carer Agreement for a managed move

Please complete and return to the school by [date, allow 5 school days from the date of this letter].

Name of parent/carers giving consent:.....

Relationship to pupil:

Name of pupil:

Address:

Daytime telephone number:

I confirm that I agree to the proposed managed move for:

Name of pupil:

Signed: **Date:**/...../.....

Appendix 2: Example Letter to Parents:

From the Head Teacher/Principal notifying parents of the termination of a managed move or relocation after an initial six-week period

Dear [parent's name]

I am writing to inform you of my decision to terminate the [managed move/relocation] that was agreed on [date]. This is because [child's name] did not fully meet expectations during the initial six-week period as set out in the [managed move/relocation] agreement as discussed with you by telephone [date] and at meetings [dates]

This means that [child's name] will return to [school name] with effect from [date].

I have informed [name of officer] at [name of XXX Local Authority] [give contact number] of the termination of the managed move and you may be requested to re-attend an Inclusion Panel. The Local Authority will therefore contact you to let you know the arrangements for this if appropriate to attend.

You may also wish to refer to relevant sources of information about exclusions and managed moves. The guidance from the Department for Education, entitled, "Suspension and Permanent Exclusion from maintained schools, academies and pupil referral unites in England including pupil movement", is available at [School suspensions and permanent exclusions - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

Further guidance from the Local Authority in relation to exclusions and managed moves is available at <http://www.thegrid.org.uk/info/welfare/exclusions.shtml>.

Yours sincerely,

[Name]

Head Teacher/Principal

cc. Inclusion Officer [please return to inclusion@hertfordshire.gov.uk]

Appendix 3 Pupil Information Sheet:

What can I expect at Inclusion Panel?

Inclusion Panel is where we discuss your next steps in education. This meeting will be between 30 to 40 minutes.

These meetings are held in your local area.

You will be asked to attend with your parent(s)/carer(s).

If you want to talk about Inclusion Panel further, please call your Inclusion Officer who will be happy to talk it through with you 0300 123 4043

Who else will be at Inclusion Panel?

The Head Teacher of the local ESC, the area Inclusion Officer, a representative from Services for Young People and the Specialist Adolescent Service. A local Head Teacher will also be there.

How can I get my voice heard?

At the panel we would like to hear your view so we can figure out how best to support you. You are also welcome to ask someone to speak for you if you are worried about talking.

How will I be supported if changing school?

We know it is difficult to start a new school and it is ok to be nervous and need support. We will discuss this in the panel.



The possible outcomes of the panel could be:

- Return to your current school with support and strategies
- Fresh start in a new school
- A short relocation to a new school
- Time at a local Education Support Centre

Managed moves

Information for families

What is a managed move?

A managed move is the formal transfer of a child from his/her school to another school.

A managed move may prevent the need for the child to be permanently excluded from his/her current school at some point in the future. The purpose of a managed move is to give a child the opportunity of a fresh start somewhere else to help them successfully complete their education.

If a managed move is agreed, the Inclusion Team at Hertfordshire County Council will oversee your child's move to another school under the Hertfordshire Fair Access Protocol.

Do I have to go along with a managed move?

No. The managed move process is entirely voluntary, and you can pull out at any time up to the point where the child goes on roll at the new school.

You should not be told that your child will immediately be permanently excluded from school unless you accept a managed move, but it is important to be realistic in terms of the risk of potential permanent exclusion for your child from their current school.

How is a managed move set up?

Your child's current school may discuss with you the possibility of a managed move to a new school if other strategies to support your child have been used and the risk of exclusion remains. However, we cannot guarantee that we will secure a place at your most preferred school.

The person who will make the arrangements for the managed move to take place on your behalf is the Inclusion Officer.

You may be invited to a meeting or have discussion by telephone and email. These are all opportunities for you to discuss your child's situation, and for your child to have his/her say as well. You will not be asked to make a quick decision and you can take some time to think things over if you wish.

Will my child get help to settle into the new school?

Yes. If everyone (you and your child, both schools, and the Inclusion Officer) agrees the managed move, any support will be agreed at the beginning for your child's needs to settle in and make the most of the new school.

In some instances, it may be that your child will be invited to spend a short period of time at the local Education Support Centre to help prepare him/her for the transition that lies ahead. This will all be discussed and agreed with you and your child beforehand.

Preparing for a managed move

Key facts

- A managed move gives a child the chance to turn over a new leaf and to build a more positive reputation than they had before.
- You do not have to go along with a managed move.
- If your child continues at his/her current school, there will perhaps be no further cause for concern. However, if further inappropriate behaviour is demonstrated the Head teacher may consider it necessary to permanently exclude your child.
- If your child was permanently excluded, you would have the right to have this decision reviewed and you would be entitled to make representations.
- Many children who have transferred to a new school by means of a managed move have benefited positively from this experience. Much depends on the willingness of the child to make changes in his/her life and accept the support and advice that will be made available.
- Children who transfer to a new school by means of a managed move in Key Stage 4 may not be taught the same curriculum in the new school as the current school. This may or may not be positive in terms of outcomes. It can offer further opportunity or could be difficult if moving in Year 11 when a main part of the KS4 teaching has already taken place.

Where can I get more information?

For further information please contact the Customer Service Centre on 0300 123 4043 to speak to your area Inclusion Information Officer

Appendix 5 Agreement Meeting Form

Managed Move Agreement Meeting

The pupil

Family Details

Name of pupil: Tel:

Name of parents/carers..... Tel

School Details

Name of original school.....

Name of new school.....

Local Authority and School Staff Details

Key adult at the original school:

Name: Role..... Tel.....

Key adult overseeing the managed move at the new school:

Name: Role:..... Tel.....

Local Authority Inclusion Officer

Name: Tel.....

The Plan

School has agreed to admit.....

Start date at new school:

End date at new school (for relocations only)

The purpose of this meeting is to agree:

- The expectations each school has of the pupil in terms of behaviour / attendance, with reference to the receiving school's behaviour policy etc.
- The details of support that will be offered to the pupil.
- Practical arrangements, such as uniform.
- Any support plans for the pupil are shared.
- The review meeting dates (*during the initial 2- 6-week period*).
- If a relocation, the end date of this intervention

The New School

Behaviour Expectations

Has the family been advised on the general housekeeping for the new school?	
Have the new school's Behaviour expectations been outlined and a copy of the Behaviour Policy given to family?	
Is the expectation for full time or part time attendance at the new school?	
Has the pupil been given the opportunity to borrow a uniform and have uniform expectations been outlined?	

Support

Name of key adult for the pupil	
Will the pupil be given a regular opportunity to meet with the Pastoral Lead and if so when will this take place? (frequency and duration)	
Name of the peer mentor for the pupil?	
Has the peer mentor been introduced?	
Will the pupil be given a regular opportunity to meet with the Peer Mentor and if so when will this take place? (frequency and duration)	

Timetable

Please outline the timetable for the pupil:	Day	Session 1	Session 2	Session 3	Session 4	Session 5
	Monday					
	Tuesday					
	Wednesday					
	Thursday					
	Friday					
Please outline the timetable for the pupil:	Day	Session 1	Session 2	Session 3	Session 4	Session 5
	Monday					
	Tuesday					
	Wednesday					
	Thursday					
	Friday					

Review Meetings

	Date	Time	Venue
1 st Review meeting:			
2 nd Review meeting:			
Final review meeting:			

Registration arrangements between the two schools

- The original school should mark the pupil as **Code D: Dual Registered - at another educational establishment** and the receiving school should register the pupil as present or absent for each session in the usual way.
- If the managed move is successful, on the agreed date of permanent admission the pupil will be removed from the register of the original school and be single registered at the new school.

Please note: If for any reason the managed move is unsuccessful, the school will need to advise the family formally by letter and the pupil will be expected to return to the original school. The family may then be invited to an Inclusion Panel if this is appropriate.

We agree to the arrangements set out above and commit to attending the review meetings:

	Name	Email address	Signature	Date
Pupil:				
Parent(s)/carer(s):				
Original school representative:				
New school representative:				

Please send a copy of this document to
inclusion@hertfordshire.org.uk

Appendix 6 Advice Line Poster

Inclusion & Skills, Children's Services Statutory school exclusion advice line

A general queries and advice line for schools and professionals for matters relating to school exclusion and suspension.

**Available Monday – Friday (term time only)
9:30am – 12:30pm and 1:30pm – 4:30pm**

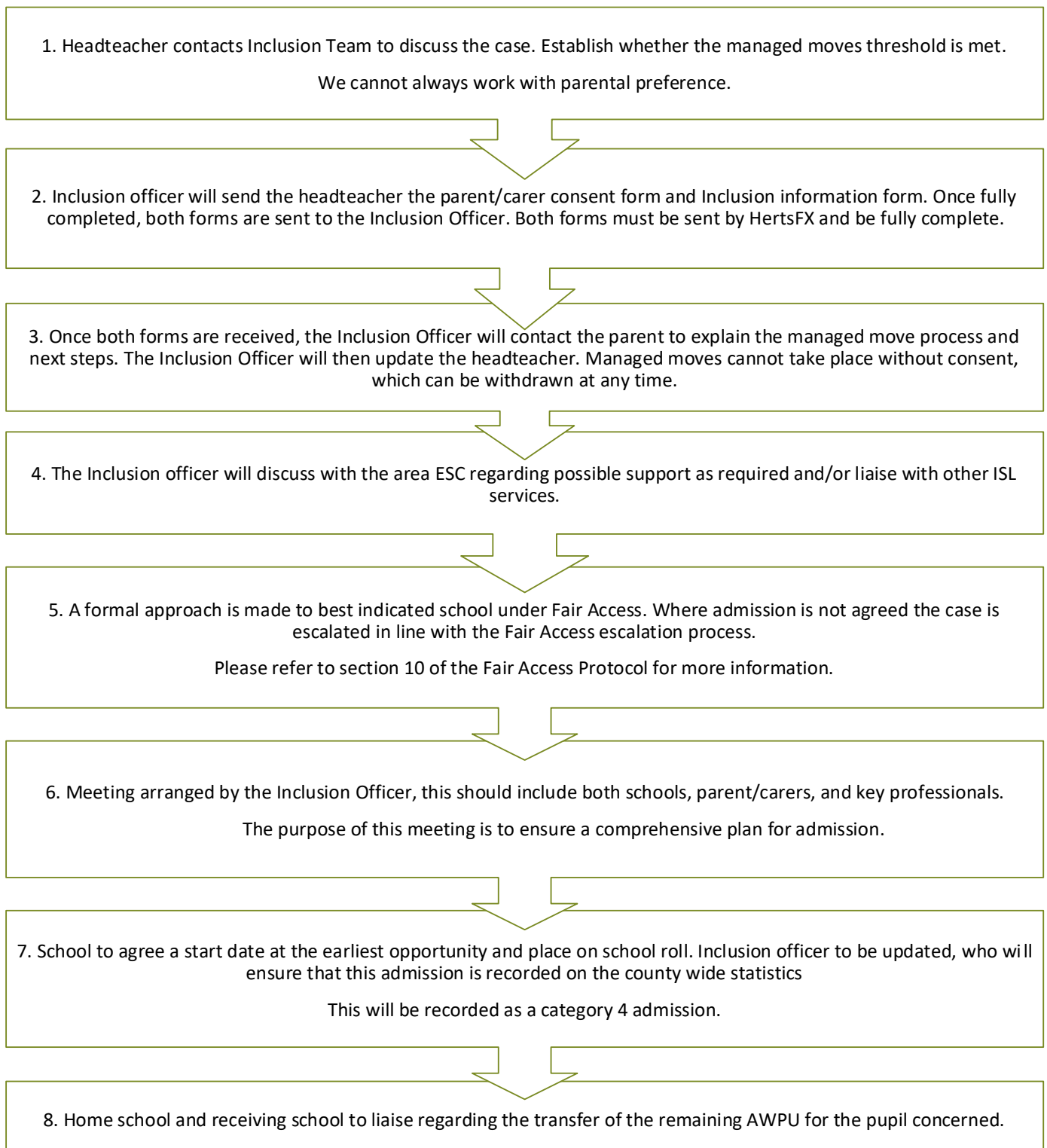
Contact number: 01992 555 911

Email: Statutoryschoolsexclusionduty@hertfordshire.gov.uk



Hertfordshire

Appendix 7: Workflow Chart



Appendix 8 Frequently asked questions

Do all managed move requests need to go through Inclusion Panel?

No, managed moves can be conducted outside of the Inclusion Panel process. The area Inclusion Officer will advise of the best route for progressing the managed move request once the completed Inclusion Information Form and parental consent has been received from the school requesting the managed move.

Can a pupil with an EHCP have a managed move and if not why?

No, where a child has an EHCP it is not possible to conduct a managed move. Under the SEN Code of Practice, such cases would need to go through the emergency review of the EHCP procedure to identify new provision.

Is parental consent required for a managed move?

A managed move is a voluntary process and parent(s)/carer(s) must be in full agreement with the managed move. The school should request written consent (Appendix 1) from the parent(s)/carer(s) to evidence this agreement.

What is the difference between “relocation” and managed move?

A managed move is the transfer of a pupil from one school to another on a permanent basis. The managed move is an alternative to permanent exclusion. ‘Relocation’ is a short-term intervention where a child is asked to attend a different school for a prescribed period of time. The child may then return to the original school or stay at the new school. Relocation gives the opportunity for all parties to explore this possibility in a structured way. It also enables the original school a reflective period to reconsider strategies to support the child if they are intending to return. All parties need to be in agreement with a “Relocation” request (see 3.2 of the Managed Move Protocol).

Can head teachers conduct “head to head” managed moves?

If Head Teachers are approached for a managed move outside of the arrangements set out in the Managed Move Protocol and wish to proceed, they should refer the child to their area Inclusion Officer and relevant Inclusion Panel (where agreed). This will support effective safeguarding and LA Children Missing Education processes.

What if the school’s managed move data is incorrect when circulated?

FAP data (including managed move data) is circulated termly. If the school is concerned that the data related to managed moves is incorrect, please contact your area Inclusion Officer. The data can then be updated and recirculated.

Where can I get more information/paperwork relating to a managed move request?

If there is a question relating to managed moves and the answer cannot be located in the Managed Move Protocol, schools can telephone the Statutory School Exclusion duty line (see Appendix 6 of the Managed Move Protocol). Schools can also make enquiries through their local Inclusion Officer.