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# Guidance on Managed Moves for Birmingham

# Schools, Academies and Free Schools – Re-circulated January 2021

One of the principles underpinning national and local policies for managing exclusions states that:

*“Schools in an area should be encouraged and enabled to take collective responsibility for preventing exclusions as far as possible, including developing effective alternatives to exclusion, and for making educational provision for those who are excluded.”[[1]](#footnote-1)*

One suggested approach is to have “Managed Moves”, where a pupil takes part in a carefully planned and supported transfer from one school to another to try to avoid the risk of permanent exclusion.

The Timpson Review of School Exclusion (May 2019) advised;

“**Recommendation: DfE should use best practice on managed moves gathered by this review and elsewhere to enable them to consult and issue clear guidance on how they should be conducted, so that they are used consistently and effectively.”**

The Government’s response to the review (7 May, 2019) advised

**“For the first time, we will provide guidance on the use of in-school units and ‘managed moves.’ “**

**The original review and government response can be accessed at**

<https://www.gov.uk/government/consultations/school-exclusions-review-call-for-evidence>

As we await definitive Government/DfE Guidance you may find the following advice (originally issued September, 2014) helpful.

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The Birmingham Picture (Circulated September 2014)

This guidance has been written for use in Birmingham to ensure that pupils’ education is maintained, parents’ rights are protected and there is clarity between the schools involved as to the extent of each school’s responsibility for a pupil for whom a managed move has been arranged. It is not intended for use in circumstances where *parents themselves* initiate a transfer from one school to another. In these cases, the normal admission procedures for the new school should be followed. However, in situations where a pupil’s behaviour is of significant concern, it may be more helpful to seek the parents’ agreement to a managed move being arranged for their child or to raise these concerns at a meeting of a secondary Sharing Panel, where appropriate, so that appropriate planning and ongoing support can be put in place.

Funding

Where there are secondary networks and primary consortia arrangements in place they may consider allocating funding to support managed moves. The details of such arrangements are for local agreement.

## **Principles**

* The needs of the young person should be paramount.
* A managed move should only take place if all parties consider there is a chance it may address a young person’s difficulties and a school can be identified to offer that opportunity.
* Managed moves should only take place if the pupil’s parents are in agreement and the pupil is willing to transfer to and attend the new school.
* There should be a written agreement summarising the arrangements for each managed move, using the form on page 6 of this guidance.
* Managed moves should be for a time-limited period of no more than 12 – 18 school weeks, with regular, recorded review, involving all parties. There should be a planned date for a final review at which a decision is made over whether the move can become permanent.
* The pupil must remain on the roll of the home school during the managed move period and the attendance register must be maintained at the home school with the receiving school providing attendance information at least weekly.
* The pupil should not be removed from roll at the home school until all parties are in agreement. This is in accordance with The Education (Pupil Registration) (England) Regulations 2006. Schools should notify the Local Authority of such removals from roll.
* The home school must retain responsibility for the pupil if, after review, the new school is not willing to admit the pupil on a permanent basis.
* The receiving school, in discussion with the home school, can end the arrangement at any time. A minuted review should follow with both schools, pupil and parents/carers and appropriate agencies to agree a plan for the pupil.
* Multiple managed moves are unlikely to address a pupil’s behaviour issues and should be avoided.
* Pupils attending an Alternative Provider should remain on the roll of their school. This is not a managed move.

### Procedures

The flowchart on page 5 summarises the procedures to be followed. The numbers relate to the boxes on the flowchart.

1. When a head teacher wishes to initiate a managed move, they must first discuss this with the pupil’s parents, who should be given the ‘Guidance for Parents’ at this point (see pages 7 and 8 of this guidance). The decision about which alternative school to approach will be made jointly by all parties involved. Parents may be asked to indicate a preference, although, more often than not, available options may be limited. For a Looked After pupil, the pupil’s social worker and LACES should also be consulted. If the child has a statement of Special Education Needs, the local authority’s Special Educational Needs Assessment and Review Service (“SENAR”) must be involved.[[2]](#footnote-2)
2. The head teacher should then discuss the proposed move with the head teacher of the possible receiving school. Whilst secondary schools may have their own network protocols, these are likely to be based largely on this guidance.
3. The pupil and his / her parents should be offered an opportunity to visit the receiving school
4. Once a receiving school has been agreed, a meeting should be arranged between the two schools, the parent(s), the pupil and other agencies as appropriate to the individual case. The home school should provide detailed information about the pupil: progress, attainment, behaviour, attendance, special educational needs, CAF, etc. Safeguarding information such as risk assessments and child protection information should be discussed and shared in an appropriate manner.
5. If a managed move is agreed, the ‘Managed Move Agreement Form’ on page 6 of this guidance should be adapted/completed and signed by all parties. This will include the dates for interim and final placement reviews. The final placement review should take place no more than 12-18 weeks from the proposed start date. Individual secondary networks may have their own requirements concerning additional parties who should be notified of the managed move.
6. Arrangements for marking of attendance registers must be agreed. The receiving school should record the pupil’s attendance and report this to the home school by fax or a scanned copy of the attendance register can be sent by secure email on a weekly basis. The original/home school should record the pupil’s attendance on the official register using the code for ‘D’ for ‘Dual registered. The new/receiving school should mark their registers with absent/present codes. If the pupil is excluded on a fixed-term basis during a managed move, the exclusion module of CMIS / SIMS must be completed and the register marked with ‘E’. The home school will still record ‘D’ on the pupil register in this instance so that the exclusion is not counted twice. A print out of the register must be sent to the home school if the pupil returns.
7. Reviews should be planned and attended by representatives of both schools, the pupil, parents and any other agencies. Reviews should be minuted and documented evidence retained, such as records of behaviour, achievements, progress and incidents.
8. If problems arise or the receiving school is considering ending the managed move, the head teacher of the receiving school should hold an urgent review meeting with both schools, pupil and parents / carers and appropriate agencies to agree a way forward for the pupil. The meeting should be minuted.
9. Any termination of the placement must be confirmed in writing to the parent(s) and to the home school head teacher, specifying the date at which the child must return to their home school.
10. At the final review meeting, a decision must be made as to whether the child will return to their home school or be admitted to the receiving school on a permanent basis. On the agreed date for permanent admission to the receiving school, the pupil will be removed from the register of the home school and admitted to the register of the receiving school. Any remaining school records should be transferred to the receiving school.

**Exclusions during a managed move**

The pupil’s behaviour may still be covered by the home school’s behaviour policy as well as the new school’s policy.

If an incident involving the pupil occurs whilst he / she is attending the receiving school that may warrant a permanent exclusion, please contact the Exclusions Team for advice on 0121 303 2685 or 0121 464 2351. The Exclusions Team can also give advice regarding managed moves generally.

If the pupil is excluded on a fixed-term basis during a managed move, the exclusion module of CMIS / SIMS must be completed and the attendance register marked with ‘E’. The home school will still record ‘D’ in this instance, so the exclusion is not counted twice. A print out of the attendance register must be sent to the home school if the pupil returns. You may need to consider bringing forward the review.

**Cross LA managed moves**

Occasionally, pupils may have a managed move to a school in the area of a neighbouring local authority. This guidance must still be followed for all Birmingham-resident pupils and a written agreement signed by all parties. If a pupil who is resident within the area of another local authority is the subject of a managed move to a Birmingham school, we would expect a written agreement to be in place.

Managed Moves Flowchart

**1.** Home school, parent and pupil agree need for a move. Parents leaflet issued.

Progress OK.

**8.** Problems? Review support and agree extra help / change plans.

**2.** Head teacher of home school negotiates with head teacher of receiving school, possibly through the Network Sharing Panel for sec schools.

**3**. Pupil & parents visit receiving school.

**4.** Planning meeting held at which Managed Move Agreement drawn up

**5.** Managed move agreement completed and signed by heads, pupil, parent and appropriate agencies.

**6.** Pupil begins at receiving school but remains on roll of home school. Marked ‘D’ for ‘Dual registered’ on home school register. Marked as absent resent on receiving school register. (see page 3, para 6).

An identified member of staff in the home school should be responsible for this.

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**7.** Review attended by reps of both schools, parent(s) and pupil.

Maximum 18 - Week Period

**10.** Placed on roll of receiving school and taken off roll of home school**. (In accordance with The Education (Pupil Registration) (England) Regulations 2006 the pupil cannot be taken off roll of the home school prior to this)**

**9.** Return to home school and off register of receiving school.

Home school agrees new support e.g. COBS shared placement, another managed move or re-refer to Sharing Panel for secondary pupil.



#### Managed Move Agreement

**for \_\_\_** (pupil’s name) **\_\_\_\_\_ DoB\_\_\_\_\_\_\_\_ from \_\_\_** (home School) **\_\_\_**

**to \_\_\_\_\_\_** (receiving school) **\_\_\_\_\_\_\_\_ on \_\_\_\_\_** (date) **\_\_\_\_\_\_**

This pupil is being supported by a Managed Move to a new school for a fresh start following a period of difficulties at his / her home school. The move is supported by parents / carers and the pupil will be supported in the new school by \_\_\_(designated staff member) \_\_\_

**The new school will explain the behaviour expected, their Behaviour policy and the school Code of conduct. \_\_\_\_\_\_** (Pupil’s name) **\_\_\_\_\_\_\_\_\_\_ will therefore agree to:**

1. Co-operate with the programme arranged by completing class work and homework to the best of their ability

2. Distance themselves from trouble with other pupils and avoid fights or arguments

3. Find \_\_\_\_\_\_\_\_(staff name)\_\_\_\_\_\_\_\_\_\_\_\_ or \_\_\_\_\_\_\_\_(staff name)\_\_\_\_\_\_\_\_\_\_\_\_to ask for help if there are any difficulties

4. Take advantage of the support of \_\_\_\_ (outside agency staff) \_\_\_\_\_\_\_\_\_\_

**The receiving school agrees to :**

1. Encourage \_\_\_\_\_\_\_\_(pupil name)\_\_\_\_\_ in school work and keep in regular contact with parents / carers, home school and other agency staff

2. Take part in regular IEP reviews, which will be attended by all those signing this agreement, including both schools

1. Offer praise and reward, whenever appropriate.
2. Record attendance and inform home school weekly (see Managed Move Guidance)

**The home school agrees to:**

1. Keep the pupil on roll and record their attendance at the receiving school on the attendance register (see Guidance)

2. Take part in regular IEP reviews, which will be attended by all those signing this agreement, including both schools

1. Accept the pupil back in school to plan a way forward should this be necessary.

## Date agreed \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dates of review \_\_\_\_\_\_\_\_\_\_\_\_ & \_\_\_\_\_\_\_\_\_\_\_\_

##### Signatures

Home school Head \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ New school Head\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home school link person \_\_\_\_\_\_\_\_\_\_\_\_\_ New school link person\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Pupil\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parent / carer\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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# Guidance on Managed Moves for Parents and Carers

### What is a managed Move?

A managed move offers a pupil the opportunity to move to a new school and have a fresh start. The transfer to the new school is carefully planned and the pupil is fully supported during the process.

Head Teachers of Birmingham schools may suggest a Managed Move for a pupil who is in danger of being excluded or who is finding it very difficult to settle in their current school.

**How is a Managed Move arranged?**

Staff at the pupil’s home school (the one where they are having difficulty) will talk to staff at the new school (the one where everyone hopes the pupil can have a fresh start). A planning meeting should be held with both schools, parents and the pupil. Other people who are involved in helping the pupil should be invited to this meeting, too; for example, the learning mentor or a City of Birmingham School teacher.

Remember…

Managed moves should only take place if you are in agreement. The pupil should also be willing to transfer to and attend the new school. The government says:

*“A pupil can…transfer to another school as part of a ‘managed move’ where this occurs 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 schools and pupil referral units in England: A guide for those with legal responsibilities in relation to exclusion’ – Department for Education (2012))

Sometimes, rather than working individually, the secondary head teachers in a local area, called a network, will meet together to plan how best to support a pupil in difficulty. These meetings are called ‘Sharing Panels’.

Parents should be aware that, more often than not, the number of schools to which a managed move is available may be limited.

### How long will a managed move last?

Managed moves should not go on indefinitely. They are usually for a maximum of 18 weeks, by which time a decision must be made if the change of school is to be made permanent. Both of the schools involved and the pupil and his / her family should decide this together.

Until this decision is made, in accordance with The Education (Pupil Registration) (England) Regulations 2006 the pupil remains on the register of the ‘home’ school, so they always have a school place available to them. The attendance register must be kept up to date at the home school, with the new school providing attendance information on at least a weekly basis.

What if things go wrong at the new school?

Parents can help by keeping in regular contact with the school staff so that they can work with them to help the pupil before serious difficulties arise. If the new school is thinking about ending the managed move, the head teacher should hold an urgent review meeting with both schools and the pupil and his / her family. If the managed move is ended, this must be confirmed in writing to parents and the pupil should return to the home school. The home school will work with the family to plan a new way forward.

Remember: the pupil’s behaviour may still be covered by the home school’s behaviour policy as well as the new school’s policy. The home school and the new school do have the right to exclude the pupil if their behaviour is serious enough to warrant an exclusion in either school.

# How can parents help?

* Keep in touch with the school.
* Take an interest in how your son or daughter is getting on.
* Stick with it. Difficulties will not be resolved overnight.
* Attend review meetings and say how you feel things are going.

1. [↑](#footnote-ref-1)
2. If the child’s EHCP is maintained by a local authority other than Birmingham City Council (i.e. because the child lives in their area), that local authority’s Special Educational Needs department needs to be involved. [↑](#footnote-ref-2)