

Managed Move Guidance for Parents and Carers

There are circumstances in which it is appropriate to arrange a transfer of a pupil to another school, for example to reduce the risk of permanent exclusion. The LA has produced this guidance for parents to support best practice in understanding the process for a managed move to a new school for your child.

Managed moves should be offered as part of a planned intervention and should only occur when it is in the best in the pupil's best interests and should focus on the benefits for your child in having an opportunity for a 'fresh start' within a supportive framework, and in the building of a sense of belonging in the new school.

Managed moves should not be considered without discussion and agreement with the pupil's parents/carers. If a parent believes that they are being pressured into a managed move or is unhappy with a managed move, they can take up the issue through the school's formal complaint procedure with the governing board and, where appropriate, the local authority.

What is a Managed Move?

A managed move could be offered if your child has been identified as being at risk of exclusion and the school have already tried other strategies to support you and your child but the risk of exclusion remains.

A managed move is a voluntary agreement between two schools, a pupil, their parents or carers and the admission authority of the managed move school used to initiate a process which leads to the transfer of a pupil to another mainstream school permanentlyⁱ. This is initially on a dual registration basis with the outcome of moving to the new school register permanently if the move has been successful after the trial period.

How does a Managed Move work?

A Managed Move is never an early or first response where a pupil's behaviour challenges and breaches the school behaviour policy. Rather it should be offered as part of measured response as part of a planned intervention after initial intervention has been carried out to support a pupil where there is little or no evidence of success.

The managed move 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 pupil is provided with an effective integration strategy.

It could be the case that a managed move on a permanent basis, upon review of a time-limited off-site direction placementⁱⁱ where this has taken place in another school, is an agreed outcome between the school parties involved and with the parents' consent.

It is recommended that any trial period lasts no longer than 6 weeks with an initial planning meeting, integration plan and agreement with regular reviews and progress reports undertaken so everyone involved knows how well the child is doing and deal with any issues arising.

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The school and family need to share the view that the receiving school is likely to be able to offer something sufficiently different to make the managed move the best course of action for the child. This may be due to, for example, the size or location of the school, a new peer group and/or teaching team or curriculum, depending on the issues at the current school. The current school will share information with the new school to support them in planning to support your child in their school. Parents and carers can ask for copies of reports and information shared.

A managed move would NOT normally be appropriate if:

- A parent is seeking a straightforward transfer to another school;
- The pupil is not on a school roll;
- The pupil would be unable to return to the home school if the placement is unsuccessful; and
- It would not ultimately be of benefit to the pupil

A formal written agreement signed by the child and parents/carers should be obtained.

The views of the pupil to voluntarily undertake a transfer to another school should be considered if the managed move is to be successful. While it is expected that that child should attend the managed move meetings and be encouraged to express views freely and honestly, it may be difficult for them to do this. An adult who has a good rapport with the child should find out what he/she thinks about the current situation. It may be useful to have the parent or another adult who is close to the pupil to help them and consider if a written statement would support.

All necessary agreements should be recorded.

What is the local authority's role?

The Exclusion Officers within the Exclusions Team are able to advise schools, support parent/carers and act as advocates for the pupil if required. You can contact the team by emailing exclusionsteam@bradford.gov.uk.

Where a pupil has an EHC plan, the relevant statutory duties on the new school and local authority will apply. If the current school is contemplating a managed move, it should contact the authority prior to the managed move. If the local authority, both schools and parents are in agreement that there should be a managed move, the local authority will need to follow the statutory procedures for amending a plan.

If the current school is contemplating a managed move for a child in care to Bradford the current school should contact the Virtual School Head teacher prior to any move.

How will I know if my child moves onto the new school roll?

Agreeing the formal arrangements for a managed move transfer is the joint responsibility of the Head teachers of both schools involved.

A trial period of six school weeks, with dual registration, will have been agreed with start and end dates detailed, targets for the pupil and review points set. At the end of the trial period a review meeting would detail if the move has been successful and your child will move onto the new school roll and the previous school will withdraw from the managed move plan.

Department of Children's Services

If at this end review, or within the trial period, the managed move school, withdraws their agreement of potential placement as your child has behaved in a way that is **seriously** contrary to the school behaviour policy, and it cannot be supported by other sanctions, the school will communicate this with you and your child's original school.

In this situation, the pupil re-commences their education with their previous school as the managed move is deemed to be unsuccessful and they will plan next steps to support reintegration with parents and carers.

Children and young people should never be out of education if a managed move is not successful in the pupil being single registered with the new school, this should be managed between the two schools so the pupil is effectively supported and safeguarded.

ⁱ [Suspension and Permanent Exclusion from maintained schools, academies and pupil referral units in England, including pupil movement \(publishing.service.gov.uk\)](#)

ⁱⁱ Paragraph 37 [Suspension and Permanent Exclusion from maintained schools, academies and pupil referral units in England, including pupil movement \(publishing.service.gov.uk\)](#)