



## Introduction

In some circumstances, it may be appropriate for a registered pupil of compulsory school age to transfer from one school to another, other than for the usual reasons such as moving home, and primarily at the initiative of their current school. Such situations might be, for example, following a breakdown in relationships between staff and parents, relational conflict and bullying or when a pupil has a deteriorating exclusion profile. However, due to the legal responsibilities of both school and parents regarding admission and attendance, such "Managed Moves" are dealt with according to a clear protocol developed by Havant Schools, to enable them to co-operate in mutually beneficial arrangements for all children. This avoids the risk of disputes between schools over who is now responsible for the pupil or children especially when the child presents challenging behaviour and or attendance issues and parents being left with no clear provision for their continuing education. Schools will also consider Managed moves if all parties agree this is in the best interests of the pupil even if the school has reached its PAN.

The welfare of children and young people in Havant schools is paramount, and as such this will be the prime consideration in any proposed Managed Move. The home school Headteacher retains the right to refuse any Managed Move if in their opinion it does not serve the welfare of the pupil, or another pupil or group of pupils. Equally, Managed Moves may, exceptionally, be agreed outside of the reasons or protocols laid out in this document where it 1) still meets the principles expressed here, 2) serves the wellbeing including safeguarding of the pupil, 3) has been mutually agreed between the 2 schools. In addition, a managed move may be agreed at the request of parents, for reasons another than behaviour, should those parents feel that a change of school might be beneficial; all parties must agree this managed move.

It is expected that all managed moves will be arranged between the HTs or their representatives of the two schools involved. Should one party (parent or school) request a managed move and it not be accepted by a potential host school, the request for that managed move must be taken to the Placement Panel where that individual child's case will be discussed.

## Principles

The key principles of a Managed Move are:

- Consideration for a Managed Move must form an integral part of a pupil's Pastoral Support Programme (PSP)/Behaviour Management Plan demonstrating that a full range of other preventative strategies in the home school have been tried. There is an expectation that Headteachers in Hampshire will consider this as an option prior to the implementation of a permanent exclusion, for example, for those who have committed a single serious incident. If necessary, a fixed period suspension should be put into place whilst discussions are taking place. Parents, however, should be clear that this should not preclude any

representation that they may wish to make regarding the suspension or exclusion to any subsequent Governors' Discipline Committee or Independent Review Panel.

- The aim of all Managed Moves will be a successful transition to a new school and a productive education. Managed Moves will only be carried out where it is in the best interest of the pupil concerned and where they represent an opportunity to reduce risks to the pupil's placement, progress or wellbeing. Therefore, the final decision will be between the Headteachers of the home school and the host school.
- No school proposed as a host school should engage in any discussion whatsoever with parents or carers, or any 3<sup>rd</sup> party before liaising with the home school. Parents approaching the host school should be politely redirected to the home school to discuss any issues.
- Managed Moves require the full knowledge and co-operation of all the parties involved, including the parent/carer, pupil and both the host and home schools, and Local Authority. In cases where a pupil is in receipt of a personal education plan, on a Child Protection Register or where there is active social worker involvement, there should be a contribution and involvement from Children's Services with the education planning process.
- The onus is on the home school to ensure that all relevant information is passed to the host school so that they put in an appropriate transition programme to support the successful outcome of a Managed Move.
- Where a pupil has an EHCP a managed move is not suitable as the home school will be specified on the EHCP.
- A Managed Move should be considered as appropriate for a house move when the student relocates and is still in the local vicinity of the home school (particularly as many of the schools are geographically close to each other), careful consideration should be made as to the suitability of the school in view of KS4 courses chosen in the case of the older students.
- The home school **MUST** retain the pupil on their Admission Register during any Managed Move period and must maintain a daily Attendance Register. A pupil **MUST NOT** be removed from the home school roll until written confirmation, following the final review date, has been received by the home school, indicating that the move has been successful, and the pupil has been accepted on to the roll of the host school.

To uphold the Federation value of inclusion and opportunity, it is practice within the Federation that when a pupil commences a Managed Move after January of Year 10, they would remain on the role of the home school for the purposes of reporting results. Schools currently operating under this principle are:

Horndean Technology College

Warblington School  
The Cowplain School  
Crookhorn College  
Havant Academy  
Park Community School  
Oaklands RC School  
Hayling College  
Purbrook Park School  
The Key PRU (where a student has been previous permanently excluded)

- In order that census dates and enumeration do not adversely affect or put pressure on the operation of Managed Moves, funding should be transferred to a host school when confirmation has been received that the pupil has been formally admitted on to the roll of the host school. This will be the balance remaining of the AWPU plus any other appropriate amounts such as funding previously allocated through Pupil Premium or Special Educational Needs funding, according to the agreed current formulae. If the pupil is subsequently formally admitted, the funding transferred will be backdated to the date that the Managed Move was initiated.
- The host school can end the arrangement at any time by contacting the parents and home school to inform them that the move has been terminated, on what grounds and on what date the pupil will be returning to them. The home school are required to regain full responsibility for the pupil should the host school not wish to proceed to admit the pupil on to their roll. An 'End of placement report' should be completed by the host school and copies given to the home school. All behaviour, progress records and reports should also be passed to the home school.
- The home school will be responsible in all cases for maintaining accurate and up to date records of the placement, reviews, and progress via the Pupil Placement Panel central tracking document. When moves become permanent the new home school assumes this responsibility including for long range success tracking.
- Managed Moves will be time-limited to 10 weeks in the first instance, although this can be extended subject to individual arrangements for a maximum of 4 weeks. Clear dates for interim reviews should be set, and a date set when the final decision over whether the transfer can become permanent will be made. These dates should be clearly communicated to parents/carers, the pupil and both the host and home schools.
- The home school must commit to participating at the agreed level and in the agreed manner throughout the process, including, specifically, interim reviews.
- In order to give the pupil, the best possible chance of success, a host school must offer a Managed Move to a pupil in accordance with the principles outlined in any PSP/IBMP which is tailored to the child's individual needs. This may, for instance, require specific school support such as learning support

assistance or mentoring as well as any on-going support from other agencies. Clear targets should be set, in consultation with the pupil, parents and home and host schools, which outline the criteria for a successful move. Agreed targets should be set on an individual basis considering previous circumstances that have led to a Managed Move being sought. Targets should not be blanket school focused targets but should be relevant to the individual pupil.

- During the Managed Move, in discussion with the home school, the host school can issue a fixed period suspension for behavioural problems. If a fixed period suspension is issued, the letter issued to parents informing them of the suspension should be issued by the host school and copied to the LA and home school for their records. The home school MUST record the suspension on SIMS and send the notification form to the Local Authority.
- A Managed Move is intended to be used as an early intervention strategy to give an opportunity of a fresh start and to stop repeated challenging behaviour which is leading to suspension. The home school may already have used internal strategies alongside Federation Inclusion. There are circumstances however when a Managed Move can be used as an alternative to a decision to permanently exclude even though the school has the evidence base and considers a permanent exclusion is an appropriate response to the behaviours. In these circumstances the pupil should remain on the role of the home school. When discussing the Managed Move with the pupil and parents, the home school MUST make it clear (preferably in writing) that if the Managed Move should fail, the home school Headteacher after reconsidering the evidence and the reasons for the failure of the Managed Move may return to the decision to permanently exclude.
- It is the responsibility of the host school to provide regular updates to parents should the managed move be in danger of failing. If the managed move does fail, and the child need to return to the home school, the host school must inform parents of why that decision has been made, as well as informing the home school. A child must return to his/her home school the day after they leave the host school following the termination of the managed move.
- In the case of serious incidents where the Managed Move fails, there is an expectation that the host school provide an appropriately rigorous and substantial evidence base for the home school to consider when revisiting the decision to permanently exclude.
- A host school MUST NOT offer a Managed Move to a pupil if they are not on a roll of a home school. A pupil must have a school to return to if the Managed Move is unsuccessful.
- Parents should never be pressured into removing their child from the school either to undertake a Managed Move they do not want or to educate their child at home.

## Appendix 1

# Havant Federation Pupil Placement Panel Protocol 2022



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1. The Pupil Placement Panel will meet to consider best practice around the placement of pupils who have been permanently excluded; the subject of a managed move; or who have moved into the area and are seeking placement, following a period in The Key Education Centre/Education Inclusion Service.
2. The Panel will be chaired by a Federation Headteacher and consist of The Head Teachers or Head Teacher representative of every Havant secondary school. Where a Head Teacher representative is present, they will be empowered to make decisions regarding placement, which will not be overturned by the school. The Area Strategic Manager for Alternative Provision and The Key Education Centre Headteacher (or representative) will attend the meetings. The Host School will minute, record outcomes and provide information to the meeting.
3. Meetings will be held half termly on dates published and included in school calendars. In the absence of an individual school, the panel will have powers to 'nominate in absence'.

### **Pupils transferring from other areas.**

4. Pupils requesting placement from other authorities, often present with little or no information. Where a school is approached for an out of county placement, and where there are concerns about previous behaviour issues, the school will contact the Inclusion Team, who will undertake to establish prior history of the pupil on behalf of the school. If the Education and Inclusion Service agree that a placement at The Key Education Centre is required, the Panel will consider re-integration when identified appropriate by the Education Centre Headteacher.
5. Pupils transferring from out of county who are permanently excluded or attending an alternative education facility (PRU, EIS) at the time of transfer, will be provided with education through The Key PRU and will be presented to panel when ready for re-integration.

### **Managed Moves**

6. The Havant Federation Managed Moves Procedures reflect those of Hampshire County Council. The managed moves request will be supported by the Havant Federation Schools contract. Schools will maintain accurate and timely information about moves in and out of the school via the Havant Pupil Placement Tracker. The responsibility to maintain the tracker should be with the local authority. This will include, managed moves, including to/from TPS and Portsmouth,

and house moves within the district. This information will be provided at each Placement Panel meeting and will be a standard agenda item. Schools need to ensure that they have updated the tracking document regularly so that discussions can be supported by accurate information. This data will be reviewed at every panel meeting.

7. The information regarding movement in and out of Havant schools will be used to evaluate the effectiveness of the operation of the Managed Move procedure in the area and to identify any patterns or trends in pupil movement.
8. The policy and procedures will be reviewed annually.

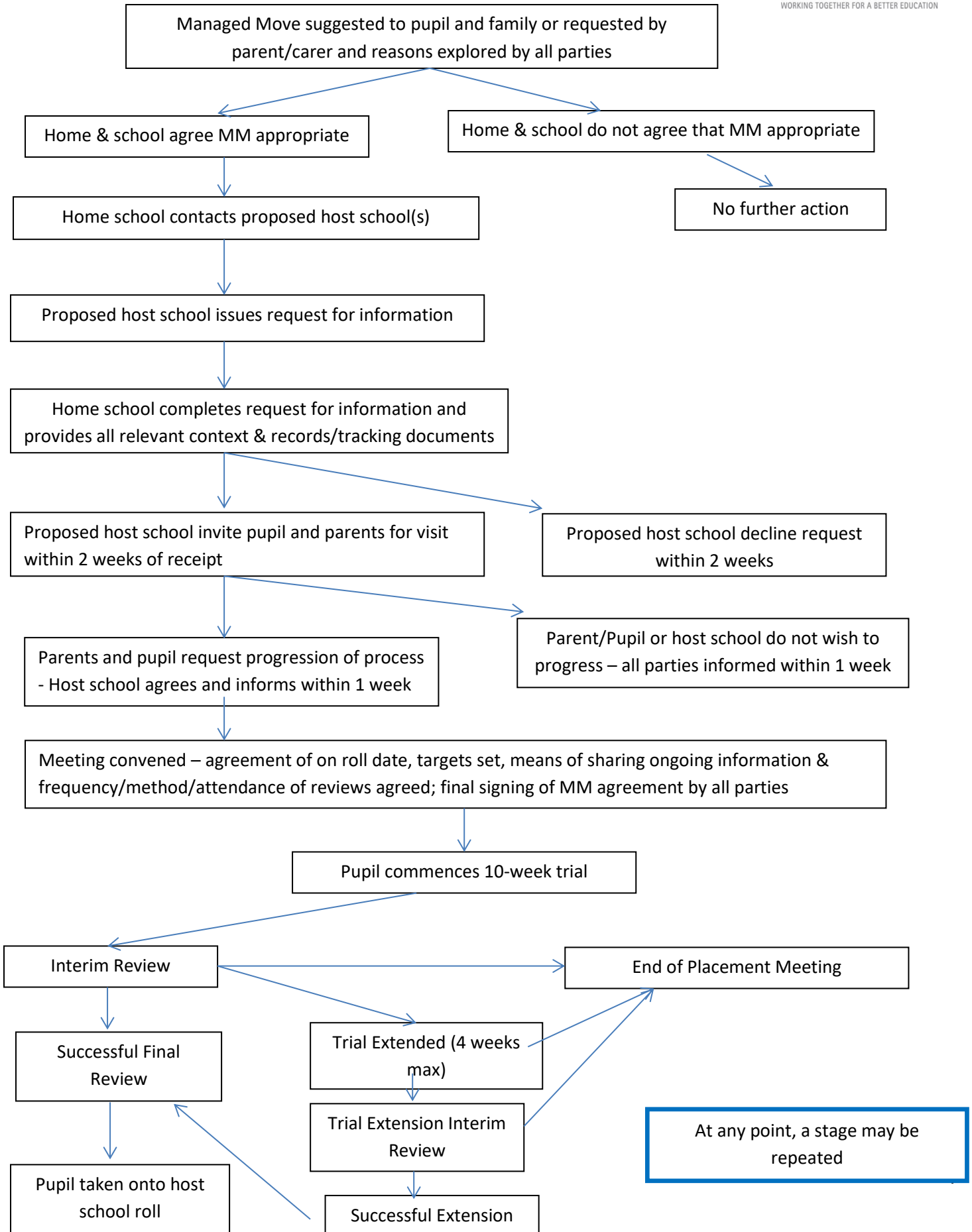
## Appendix 2

# The Managed Move Process



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## Appendix 3



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### Managed Move Agreement

**Student:**

**DoB:**

**From** \_\_\_\_\_ **(Home school)** **To** \_\_\_\_\_ **(Host school)**

**Start date:**

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

**The host school will explain the behaviour expected, their Behaviour Policy and the school Code of Conduct. \_\_\_\_\_ (student) 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, avoid fights or arguments and abide by the host school's Code of Conduct
3. Find \_\_\_\_\_ to ask for help if there are any difficulties
4. Take advantage of the support of the assigned mentor  
Attend school (no less than 97%) and be punctual to school and to classes
5. No more than 3 referrals (minor incidents) in the managed move period.
6. No more than 3 detentions for missed homework in the managed move period.

**The host school agrees to :**

1. Encourage \_\_\_\_\_ in his/her school work and keep in regular contact with parents / carers, home school and other agency staff
2. Take part in regular reviews, which will be attended by all those signing this agreement, including both schools (where appropriate)
3. Offer praise and reward whenever appropriate.
4. Record attendance and inform home school weekly
5. Complete Havant Federation tracking document and inform Admissions that a Managed Move is taking place and then to update them further when a move is finalised or withdrawn.

**The home school agrees to:**

1. Keep the pupil on roll and record attendance on the register (see guidance detailed above)
2. Take part in regular reviews, which will be attended by all those signing this agreement, including both schools (where appropriate)



3. Accept the pupil back in school to plan a way forward should this be necessary because of the Managed Move placement not being successful.

### Pupil Targets

Target – Suggested Area	Outline of Target or Success Criteria
Target 1 Behaviour	
Target 2 Classwork	
Target 3 Homework	
Target 4 Attendance/ Punctuality	
Target 5 Equipment	

**Date agreed**

**Start date**

**Mid point review(s)**

**Date of final review**

### Signatures

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

Host school Head \_\_\_\_\_

Home school link \_\_\_\_\_

Host school link \_\_\_\_\_

Pupil \_\_\_\_\_

Parent / carer \_\_\_\_\_



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Managed Move Parental Agreement  
Information Sharing

Pupil Details	
Pupil's name	
School	

Agreement
<p>Parents/Carers</p> <p>I have attended a review meeting of my child's progress and agree that a managed move to an alternative school is my preferred option. I give permission for all relevant information, including Educational Psychologist reports and safeguarding /wellbeing information to be shared with other professionals involved with my child, if they consider this is in his/her best interests.</p> <p>I agree as the parent, to support the schools in attending all meetings and reviews and agree to work with professionals/schools in the plans made to support my child.</p> <p><i>The aim of all Managed Moves will be a successful transition to a new school. Managed Moves will only be carried out where it is in the best interest of the pupil concerned and where they represent an opportunity to reduce risks to the pupil's placement, progress or wellbeing. Therefore, the final decision will be a matter between the Headteachers of the home school and the host school. (Havant Federation Managed Move Principles 2017)</i></p>

Parent/Carer's Name .....

Parent's Signature .....

Date .....

### Appendix 4

### Managed Move Request for Information



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Home School:

Member of staff completing form:

Date:

Parent/Carer Name:	Address:	Telephone number:
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Has a managed move previously been attempted? Yes / No

<b>Student Name:</b>	<b>Date of Birth:</b>	<b>Year Group:</b>
<b>Attendance %:</b> Last academic year: This academic year:	<b>KS2 SAT Levels:</b> English: Maths: Science:  <b>End of Year ___ levels</b> English: Maths: Science:	<b>CAT Scores:</b> Verbal: Non-Verbal: Quantitative:  Reading age:  Spelling age:

Reason managed move requested:

<b>Subjects currently studied target grades and current grades:</b>			<b>Behaviour concerns, if any:</b>	<b>SEN / Additional needs:</b>
<b>Subject</b>	<b>Target</b>	<b>Current</b>		
<b>Please attach latest report</b>			<b>Please attach behaviour log</b>	<b>Please attach SEN Profile</b>
<b>Exclusions:</b>			<b>Reasons for exclusions</b>	<b>FSM Yes / No</b> <b>FSM6 Yes / No</b>
<b>Number of days:</b>				
Last academic year:				
This academic year:				

**External Agencies involved (tick as appropriate)** (Please attach any supportive evidence or reports)

CAF	YSS	Social Care	Exclusions Officer	ISS	EWS	Young Carer	YOT	EP	CAMHS	Troubled Families	Other (please specify)

**Any additional information, including; Safeguarding, family history & circumstances, vulnerabilities**

## Appendix 5

### Managed Move Review Meeting Record

#### Interim Review(s)

*(NB this can be repeated as many times as appropriate)*



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Student	
Home school	
Receiving school	
Date of review	
Present at review meeting	
Review of attendance	
Review of behaviour	
Review of academic progress	
Managed move to continue	Yes / No

#### End of Placement Review:

Date of review	
Present at review meeting	
Review of attendance	
Review of behaviour	
Review of academic progress	
Managed move to be extended	Yes / No If yes, by how long?
Offer of place to be made by receiving school	Yes / No <i>EIS to be notified by receiving school</i>