

Joint L.A. and Head Teachers Working Group

Managed Move Protocol

Aims

- To reduce permanent exclusions across the LA
- To promote secondary school collaboration in supporting mainstream schools with the education of Wirral students
- To develop the role of District Boards in the Managed Moves/Exclusion process
- To regulate and monitor the movement of challenging students
- To focus support on identified students

Key principles

- It is recognised that parents are key partners and will need to have been involved and in agreement of the managed move, at all stages of the process
- It is recognised that young people need to be fully involved in the process
- The priority group is 'Children at Risk of permanent Exclusion' as identified in the Behaviour strategy update Autumn 2006
 - Children at risk of permanent exclusion or disengagement who, through this strategy, can access a 'fresh start' at another school on the understanding that the child's place at the original school remains open. The strategy is used in these circumstances as a preventative device, offering schools a strategy to help reduce exclusions and disengagement.

The In Year Fair Access protocol applies to permanent excludees and Looked After Children

- children who have been permanently excluded and are the responsibility of the Local Authority, including those who have moved into the area and are seeking a school place.
- Children in public care who should, because of their circumstances, have their educational needs met as a matter of urgency
- Children who have recently experienced a traumatic family or domestic event or for whom there are clear medical grounds to support placement in a particular secondary school.

Such cases will be discussed in detail with the headteacher concerned before placement is confirmed. Again such placements will be made above the published admission number if necessary.

- The majority of students to be involved in this process will be KS3, however it may also be appropriate for some KS 4 students

- All schools, if approached, should accept up to three students within an academic year, confined to one student per year group
- Strategy will only succeed if **ALL MAINSTREAM SECONDARY SCHOOLS** are committed to the arrangements
- Financial incentives are not required as schools will participate in a quid pro quo relationship.
- Moves to be brokered initially through Principal Officer for Admissions and Exclusions (POA+E). However, it was agreed that due to a lack of capacity, resources need to be identified to support a secondment for additional part-time staffing, ideally from an experienced Year Head
- Applications for managed moves to be made via the host school's Headteacher or designated senior leader direct to POA+E
- Applications will only be verified and accepted if the host school has demonstrably identified the full range of strategies employed to support the student within their school in order to prevent permanent exclusion. i.e. a staged approach where the student is at the stage of a Pastoral Support Programme/plan which if ineffective would automatically lead to permanent exclusion (see criteria for support mechanism employed to prevent permanent exclusion) also (see page 31 paragraphs 1 – 6 Behaviour strategy update Autumn 2006)
- There will be no need for a Managed Move Panel, thereby reducing bureaucracy and lag time for movement. If P.O. contacts a HT with a request for a Managed Move and they refuse, the P.O. has the right of appeal to a panel of H.T.'s
- The period of trial will be negotiated at the initial joint meeting a review date set at that time. It will usually be expected to be at least four weeks, however terms and conditions will be negotiated at that meeting. A serious breach of the agreement could invoke an immediate review resulting in a return to the exporting school
- Registration and Roll Arrangements see page 31 and 32 of Behaviour strategy update autumn 2006. All students will be dual roll
- Parents will provide uniform but receiving schools to buy it back, should the trial fail
- Headteachers should consider reporting periodically to Governors on Managed Moves and Exclusions
- All relevant agencies to be notified of the managed moves
- A failed Managed Move precludes a parent from transferring the pupil to that school at a later date

Managed Move Procedure

1. Headteacher submits request to P.O. Admissions & Exclusions with relevant paperwork

ie. Request form completed.

Evidence of the support that the existing school has already put in place

ie. Supporting documentation

2. P.O. agrees/disagrees that referral is appropriate
3. P.O. contacts school proposed for Managed Move transfer and sends documentation
4. P.O. organises meeting at preferred school

At that meeting, the student, parents/carers, both headteachers (or representatives from senior management) and the appropriate Heads of Year will discuss the possibility of the move. If agreed, the time period for the review will be determined at that initial meeting

The receiving school has the final say about the success of the transfer. If they are satisfied, the student is taken onto their roll. However, if the Managed Move fails the receiving school does not have to permanently exclude. It would be incumbent upon them to inform the P.O. Admissions & Exclusions who would let the exporting school know that they must resume their educational responsibility for the student.

Those eligible for a managed move are pupils the headteacher has identified as presenting behavioural problems / at risk of P.Ex / serious one off incident, whereby a 'fresh start' is deemed appropriate

The following needs to be provided ;

- Brief case history and explanation of why a move is requested.
- Negotiation should take place with the P.O. Admissions and Exclusions as to circumstances of why a fresh start may be deemed appropriate

Supporting Documentation

- IEP/IBP
- PSP
- Attendance Register
- SATS scores
- Option Choices (when applicable)
- LAC (or not)
- Contacts of any external agencies involved with the student

APPENDIX ONE

MANAGED MOVE SUPPORTING INFORMATION SHEET

Name of Pupil _____

Year Group _____

Has the suggestion been discussed with parents ? YES / NO

Brief Description of Student

Description of why MM is thought to be beneficial

List attached supporting information