



Managed Move and Reintegration Procedures March 2019

Audience	Headteachers of all Thurrock Schools.
Purpose	<p>DfE guidance recommends that schools and academies should consider the use of a Managed Move before coming to the stage of a permanent exclusion.</p> <p>It is accepted that the facility to move students, as an alternative to permanent exclusion and also to reintegrate pupils that have previously been permanently excluded, is providing a useful opportunity for pupils to move forward with a 'fresh start' and be successful.</p> <p>It is also recognised, by Thurrock head teachers, that a managed move in exceptional circumstances can also provide pupils not at risk of permanent exclusion an opportunity to receive a fresh start in a different school environment. Such cases will be considered and processed with the agreement of the inclusion panel members.</p>
Process	<p>This procedure is intended to provide a common framework, and Borough wide agreement, as to how transfers between schools are implemented and supported via Thurrock's Inclusion Panels and the Local Authority's Senior Access and Inclusion Officer (SAIO).</p> <p>It is written to ensure that for all managed move pupils there is a shared approach to ensure the best possibility of a positive outcome.</p>
Action to be taken	Contents of this guidance to be noted by schools and governing bodies and the procedures outlined to be followed by schools and Education Service staff.
Copied for information to	Education Welfare Officers Educational Psychology Service SEN Services School Improvement Officers Education Leadership Team
Contact	
Telephone	Senior Access and Inclusion Officer
E-mail	

Key Principles

Major contributing factors to the success of a managed move for a pupil are that all those involved including schools, parents and the pupil fully support the proposed course of action. Staff in schools will need to actively support what is required for the success of a move and both the pupil and the parents will need to give their informed consent as well as a clear commitment to the move.

Critical success factors in the implementation of a managed move are:

- Managed moves should be from one school to another rather than an exchange arrangement so that a pupil's transfer is not contingent upon the success of another pupil. Arrangements can be reciprocated at some future point when the opportunity arises. If there is the possibility of a two-way exchange for pupils this can be implemented.
- A comprehensive managed move request form **must** be completed by the originating school, providing all available pupil information for any receiving school prior to the transfer so that the future school has full knowledge of the pupil and can plan appropriately.
- A formal meeting to outline expectations and to plan for integration will be convened by the SAIO. This should involve the Head teacher of both schools, or designated representative, the parents and the pupil. It should emphasise the importance of the chance the pupil is being offered and to establish ground rules for the transfer.
- A **contract for trial admission** will need to be signed by the designated representatives of both schools, parent and pupil.
- Pupils' attendance, engagement and behaviour will be strictly monitored and recorded by the receiving school. Good practice indicates that holding 4 weekly reviews is beneficial. These will be arranged by the SAIO. It is also recommended, should it be felt necessary, that weekly pastoral visits are made by the originating school for the initial period of integration.
- The managed move trial placement will be for an agreed period of up to 12 weeks before a definite decision should be made by the receiving school. A negotiated extension of the trial period, for a further 4 weeks, may be requested by the host school should they wish to monitor the student's behaviour further before making a decision.
- In case of failure during the trial period, an alternative strategy should be planned by the originating school prior to the point of any managed move failing. For example return to school in isolation, alternative provision arranged or issuing of a permanent exclusion letter from the 1st day. This is to ensure that the pupil has no periods of missing education.
- The receiving school must give advanced warning, if possible, before any review meeting if the managed move is about to end. The receiving school should not be placed in the position of having to exclude the pupil to whom they have agreed to offer a fresh start pending a return to the originating school.
- It is not recommended that a pupil is referred more than twice for a Managed Move, unless by agreement by the Inclusion Panel members that this would be in the best interest of the pupil.

The types of managed moves include:

- School to new school (Managed Move)
- Alternative provision to new school (Reintegration)

Criteria for a Managed Move

- **The pupil who is at risk of permanent exclusion.**
The school must demonstrate that they have used all appropriate systems and strategies within the school and the use of appropriate external support services. This will be evaluated by the information provided on the managed move Student Passport.
- **Legal Reasons**
There are legal reasons for why the pupil cannot remain at the school (e.g. court orders, CP/safeguarding concerns).
- **Exceptional circumstances, would benefit from a fresh start.**
In some cases a pupil would benefit from a fresh start due to exceptional circumstances. Examples being; the pupil requires an opportunity of a fresh start in a different school environment, unresolvable issues such as allegations of bullying where by a pupil is refusing to attend school; identified peer group pressures. A managed move would be agreed at the discretion of the Inclusion Panel members.
- **Reintegration**
Where pupils are currently in attendance at an alternative provision that are deemed ready and suitable for reintegration back into a mainstream environment.

For pupils with Educational Health Care Plans (EHCP) use of the annual review procedure will be required to request additional support or a change of placement.

Data Collection

The numbers of managed moves and details of these will be maintained by the Senior Access and Inclusion Officer. The aim of this type of data collection is to monitor the success of the managed moves approach and to use this as a basis for evaluating the procedures in place.

This type of data will be available to schools to ensure transparency and clarity about the processes involved. It will also be available to relevant LA officers, particularly the School Improvement Officers.

The Process & Procedure

- The intention to refer must be shared with the parent. The parent must be in agreement to consider a managed move, there will need to be a clear indication that the parents have had their rights formally explained. Parent must be made aware that;
- Transport – Transport will only be provided by the local authority should the managed move be agreed with a school NOT of parents preference and meets the existing transport criteria of being more than 3 miles from the home address and the pupil is on FSM (2 miles for Primary aged pupils).
- Uniform – Parents will be responsible for providing appropriate change of uniform. The host school will provide partial uniform for the managed move period.
- The host school will provide Free School Meal students with their free meal and will invoice the originating school for payment.
- A **Student Passport** must be sent to the Senior Access and Inclusion Officer by the Head teacher of the school where the pupil is on roll. The referral must be completed fully and must provide and include written information about the pupil, including pastoral support plans and reviews, individual education plans, behaviour log, attendance and attainment data and any agency involvement. **A signed copy of the schools GDPR must accompany the student passport. If the school does not hold on file a signed GDPR form this must be obtained before any information can be shared.**
- The Senior Access and Inclusion Officer will add the request to the Inclusion Panel agenda and circulate the referral to the members of the Panel in good time for the Inclusion Panel meeting, held once every half term.
- The request for a managed move/reintegration must be presented at the Inclusion Panel by the current Head Teacher, or representative.
- When a probable receiving school is identified the Senior Access and Inclusion Officer will arrange a meeting to discuss a future way forward with both schools; Head teacher, or a representative, the pupil and the pupil's parents. Additional LA staff who know the pupil will be invited at the discretion of the Senior Access and Inclusion Officer. The meeting will usually be chaired by the Senior Access and Inclusion Officer. The expectations from the managed move/reintegration will be discussed and a **contract for trial admission** will be signed by all parties. It is anticipated that a minute taker will be provided by the receiving school. A copy of the **contract for trial admission** is included as appendix A.
- The managed move trial placement will be for an agreed period of up to 12 weeks before a definite decision should be made by the receiving school. Good practice indicates that holding 4 weekly reviews is beneficial. These will be arranged by the SAIO.
- In the case of a potential breakdown due to continued persistent disruptive behaviour, an action plan will be agreed at the next review meeting that identifies additional interventions that maybe required for the pupil, such as extended support and revised targets. It is recommended that each pupil is given a fair chance to succeed and therefore the minimum timeframe of 4 weeks should be given to the pupil in the first instance.
- The trial period can be terminated at any point from the 4 week review, if the student is not fulfilling the terms of the contract. An urgent meeting with the student and parents will be organised should this be between review periods.

- HOWEVER should the pupil commit a serious breach of the schools behaviour policy, for example assault on pupil/staff, possession of a weapon, drugs, sexualised behaviour, malicious media communication or there are safeguarding concerns, the SAIO and originating school must be informed as soon as possible and the placement may end without waiting for a meeting to be convened. The originating school MUST arrange an emergency meeting at their school with the pupil and parent the following day to discuss the future plan for provision
- Unsuccessful Managed Moves; In all cases the child has the legal right to return to the originating school. If the original school believe that the education or welfare of either the child themselves or others would be at risk should the pupil return to them, consideration must be given to the DfE guidance on behaviour. Further consideration should be given to a reintegration back into the school, resubmission for a managed move, offsite alternative provision and as a last resort permanent exclusion.
- When the pupil begins the managed move or a reintegration programme in the receiving school it will be as a dual registered pupil. The originating school maintain the Main school status and the accepting school will become the Subsidiary school. The Main school will remain responsible for obtaining the pupils attendance marks on a weekly basis from the accepting school.
- When full transfer takes place and the pupil is placed on the main roll of the receiving new school, the AWPU and Pupil Premium pro rata is transferred from the previous school. This is arranged internally between schools.
- If parents contact the LA directly, then they will be referred back to the Head of the school, so that the Head can make a formal referral.

Thurrock Council
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APPENDIX A

Managed Move/Reintegration Contract for trial admission

Student:		LA Representative:	
Existing school:		Receiving school:	
School Representative:		School Representative:	
Trial period start:		Trial period end:	12 week Minimum (reviewed approx. every 4 weeks)

Terms of contract for trial period:

1, 2, 3 are fixed expectations. 4 will be school specific and be completed during the admission meeting

1	Attendance to school must exceed 95% during the trial period
2	All work set must be fully completed
3	Student must comply will all aspects of the school behaviour policy
4	

The trial will take place over a 12 week (minimum) period and will be reviewed approx. every 4 weeks.

Additional target boxes can be found overleaf - Additional targets may be added at the initial meeting and at review meetings during the trial period. The trial period can be extended should the host school wish to monitor the student's behaviour further; a further 4 week trail may be negotiated by both schools.

In the case of a potential breakdown, due to continued persistent disruptive behaviour, an action plan will be agreed at the review meeting that identifies additional interventions that maybe required for the pupil, such as extended support and revised targets. It is recommended that each pupil is given a fair chance to succeed and therefore the minimum timeframe of 4 weeks should be given to the pupil in the first instance.

The trial period can be terminated at, or at any point following, the first 4 weeks if the student has not fulfilled the terms of the contract. The termination of a placement will be advised during a review meeting, however an emergency meeting can be requested between reviews following the first 4 weeks if the matter is urgent. Should the placement fail, the pupil will be expected to return to the originating school without delay. It will then be at the discretion of the originating school to determine the outcome of future provision at their school.

Should the pupil commit a serious breach of the schools behaviour policy such as; assault on pupil/staff, possession of a weapon, drugs, sexualised behaviour, malicious media communication or if there are safeguarding concerns should the placement continue, the placement will end without waiting for a review to be convened and the placement can end within the first 4 weeks. The originating school will arrange an emergency meeting at their school with the pupil and parent without delay to discuss the future plan for provision.

The termination of a Managed Move cannot be appealed.

At the end of the trial period where the student has successfully fulfilled the expectations of the receiving school, the student will be taken fully on roll. At this point they will move to 'Single' status at the receiving school and be off rolled at the originating school.

This contract is agreed by signature of the named parties below.

Student:		Review Date 4 wks
Parent/Carer:		Review Date 8 wks
Receiving School Representative:		Review Date 12 wks
DATE:		Review Date 16 wks

4 Week Review

1, 2, 3	As overleaf
4	

This contract is agreed by signature of the named parties below.

Student:	Date:
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8 Week Review

1, 2, 3	As overleaf
4	

This contract is agreed by signature of the named parties below.

Student:	Date:
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12 Week Review

1, 2, 3	As overleaf
4	

This contract is agreed by signature of the named parties below.

Student:	Date:
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16 Week Review

1, 2, 3	As overleaf
4	

This contract is agreed by signature of the named parties below.

Student:	Date:
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OUTCOME :
