

Managed Move Intervention – Guest placements - Oxfordshire

Updated : December 2018

Principles

We believe it is sometimes in the best interests of a child to have a fresh start at a different school. A period of time at the 'transfer' school, while the child remains on roll at the 'home' school, allows all parties to determine whether or not the Managed Move will be successful before committing to a full transfer of roll. In order to ensure that this process is carried out fairly to all, the schools involved agree to the following principles:

- A. We will act in the best interests of the individual child and all children under our care.
- B. We will collaborate constructively, with integrity, in a spirit of mutual trust.
- C. We will communicate clearly, honestly, accurately and regularly.
- D. We will commit to providing the highest quality transition arrangements when moves are agreed.

If a school has a pupil for whom they wish to seek a Managed Move they should alert the Education Inclusion Team. Schools can broker managed moves in line with the protocol below. If a school is seeking a transfer school for a managed move they can ask for this to be added to the agenda for the locality IYFAP / Inclusion meeting or request support from their area Education Inclusion Officer or Multi Academy Trust.

Protocol

1. The child will visit the transfer school with their parents/carers and a representative from the home school before a Managed Move Intervention is agreed. A lead member of staff at each school will be identified.
2. All parties involved must agree to the Managed Move Intervention: the child, parents/carers and both schools.
3. Prior to commencing the intervention, the home school will verbally share information in full about the child and their circumstances with the transfer school. This will normally be a no names consultation and will include the child's:
 - a. Academic record
 - b. Behaviour record including:
 - i. Significant incidents and sanctions received
 - ii. Triggers, typical behaviours and strategies for dealing with them
 - iii. Interventions received (including any external involvement)
 - iv. Whether the child is at risk of PEX and/or may pose a risk to the safety of others
 - v. Any risk assessments in place
 - c. Attendance record
 - d. SEN, PPG, and any safeguarding information.

LAC should not be considered for a managed move without agreement from the Virtual School.

Pupils with an EHCP should not be considered for a managed move without agreement from the SEN officer.

4. Once a Managed Move Intervention has been agreed, written documentation can be shared. The ERRF is a useful document for summarising the information above – however, additional information may also be shared at this point. The Education Inclusion Team at OCC must be notified of the managed move arrangements.
5. A face-to-face meeting will take place between the child, their parents/carers and representatives from both schools. At this meeting, a written 'contract' will be drawn up and signed by all parties, covering:
 - a. Mutually agreed success criteria in the form of aspirational outcomes
 - b. The overall length of the Managed Move intervention
This is usually at least 6 weeks with 3 weekly review points. This can be extended to 12 weeks if all parties are in agreement. There should be clear timings attached to any agreements. Review meetings should be minuted, the home school retaining a copy for the pupil file
 - c. The transfer school's expectations of the child and any reasonable adjustments to meet individual need
 - d. The support that the transfer school will provide to the child in order for them to meet the set outcomes
 - e. The support that the home school will provide the transfer school and/or the child, including short-term financial support for uniform, transport, etc. according to the principle that 'the money follows the child'.

The contract will state that the child will be dual registered at the home school and transfer school for the duration of the trial and that the transfer school reserves the right to terminate the trial at any point.

6. During the Managed Move Intervention time period, the transfer school will communicate regularly and clearly with the child, parents/carers and home school, reviewing the guest placement in a timely manner. Progress towards outcomes will be noted and minuted.
7. Once the Intervention period ends, a joint decision will be taken by the child, parents/carers, transfer school and home school, choosing from the following options:
 - a. The Managed Move has been completely successful and the child will transfer to the new school's roll (funding will be calculated following the child to the new school they are transferring to). The pupil file will then be transferred from the home school to the transfer school
 - b. The Managed Move has been partially successful and will be extended agreeing the final date
 - c. The Managed Move has been unsuccessful and the child will return to the home school
The learning from the guest placement will be minuted ensuring the pupil voice is recorded with regard to further support needed in the home school

Where a mutual agreement cannot be reached, the transfer school will have the final decision. The Education Inclusion Team at OCC must be notified of the updated arrangements. The team will update the LA database showing the pupil's school history.

8. If, despite all best efforts, a Managed Move intervention fails but the parents/carers persist in applying for a parent-led transfer to the transfer school, the school must consider this application in line with the admissions code. This process does not take away the right for a parent/ carer to apply for a school place in the normal manner. Schools should not refuse a place if they have a space available.

9. There are occasions when a Managed Move maybe agreed without a guest placement in order to avoid a permanent exclusion for the CYP. However, this is the exception to the rule. Schools in Oxfordshire agree to identify pupils at risk of permanent exclusion early in order to avoid permanent exclusion for persistent disruptive behaviour. This allows time for planning for alternative provision and intervention to support the pupils. At times a managed move may also be used for a pupil who has poor attendance.

10. The protocol must be followed for all managed moves in Oxfordshire.