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**Managed Move protocol – Secondary Schools in Oxfordshire and Oxfordshire County Council**

**September 2022**

**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 ‘receiving’ school, while the child remains on roll at the ‘home’ school, allows all parties to determine whether or not a Managed Move will be successful before committing to a full transfer of roll. As per the revised regulations (July 2022), this is referred to as a Direction Off Site. In order to ensure that this process is carried out fairly to all, the schools involved agree to the following principles:

1. We act in the best interests of the individual pupil and all pupils within our schools’ community.
2. We collaborate constructively, with integrity, in a spirit of mutual trust.
3. We communicate clearly, honestly, accurately and regularly.
4. We commit to providing the highest quality transition arrangements when Managed Moves are agreed.
5. Managed Moves will be undertaken with the full and explicit consent of pupils and their parents.
6. We pledge to act as fully inclusive schools, responsible for educating local pupils in their local schools, fully committed to making every Managed Move a success for each pupil.

If a school has a pupil for whom they wish to seek a Managed Move via a Direction Off Site, they should alert the Exclusion and Reintegration Team at the earliest opportunity (ERT@oxfordshire.gov.uk). School Leaders will broker Managed Moves in line with the protocol below. If a home school is seeking a receiving school for a Managed Move, they can ask for this to be added to the agenda for the next locality In Year Fair Access Inclusion Panel or request support from their area Exclusion and Reintegration Officer or Multi Academy Trust.

Managed Moves can be arranged between schools without the involvement of Oxfordshire County Council and In Year Fair Access Inclusion Panels. However, for transparent audit trail purposes, to avoid the charge of ‘off-rolling’ as laid out in the new regulations, Managed Moves through In Year Fair Access Inclusion Panels are encouraged. [Suspension and Permanent Exclusion from maintained schools, academies and pupil referral units in England, including pupil movement (publishing.service.gov.uk)](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1089688/Suspension_and_Permanent_Exclusion_guidance_July_2022.pdf)

**Protocol**

1. All parties involved must agree to a proposed Managed Move: the pupil, parents/carers and both schools.
2. The pupil will visit the receiving school with their parents/carers and a representative from the home school before a Managed Move is agreed. A lead member of staff at each school will be identified to ensure the Managed Move is a success, both of whom to have a strong and trusting relationship with the pupil and parents.
3. Prior to commencing the Managed Move, the home school will share information in full about the pupil with the receiving school. This will normally include the child’s:
   1. Academic record
   2. Behaviour record including:
      1. Significant incidents and sanctions received
      2. Triggers, typical behaviours, and strategies for dealing with them
      3. Actions undertaken (including any external agency involvement)
      4. Whether the child is at risk of permanent exclusion and/or may pose a risk to the safety of others
      5. Any risk assessments in place
      6. Friendship groups and known links with receiving school
      7. Mental Health information
      8. Early Help Assessment undertaken and outcomes
   3. Attendance record
   4. Special Educational Needs, Pupil Premium and all known safeguarding information.
      1. Children We Care For should not be considered for a Managed Move without agreement with the Oxfordshire Virtual School.
      2. Pupils with an Education Health and Care Plan (EHCP) should not be considered for a Managed Move without agreement from the SEN officer as the EHCP would need to be amended.
      3. No Managed Moves should be contemplated without the full knowledge and support of the pupil’s parents.
      4. Managed Moves cannot be guaranteed to any one school identified by pupil or parents, thereby risking subversion of the parental preference principle laid out in the School Admissions Code 2022. Whilst preference is always sought, it cannot be consistently delivered in the interests of fair allocation.
      5. Schools can exceed their Published Admissions Number to accommodate a pupil through Managed Move processes.
4. Once a Managed Move has been agreed, written documentation can be shared. The Exclusion and Reintegration Referral Form (ERRF) is a useful document for summarising the information above – however, additional information may also be shared at this point. The Exclusion and Reintegration Team at Oxfordshire County Council must be notified of Managed Move arrangements, whether brokered through In Year Fair Access Inclusion Panels or directly between schools. All notified Managed Moves will be recorded within In Year Fair Access Inclusion Panels’ minutes.
5. A meeting will take place between the pupil, their parents/carers, and representatives from both schools. At this meeting, a written ‘contract’ will be drawn up and signed by all parties, covering:
   1. Mutually agreed success criteria in the form of aspirational outcomes
   2. The maximum length of any Direction off Site

This is no longer than 6 weeks with 3 weekly review points. There should be clear timings attached to all agreements. Review meetings should be minuted, the home school retaining a copy for the pupil file

* 1. The receiving school’s expectations of the child and any reasonable adjustments to meet individual need
  2. The support that the receiving school will provide to the child in order for them to meet the agreed outcomes
  3. The support that the home school will provide the receiving school and the pupil, 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 pupil will be dual registered at the home school. During the period of a Direction off Site, the pupil will be marked in the Attendance Register as ‘D’ at the home school and present /\ at the receiving school, with both schools responsible for reporting attendance to each other and the home school following up on non-attendance. The receiving school reserves the right to terminate the Direction off Site at any point, once they have evidenced all arrangements in c, d and e above have been fully discharged.

1. During the Direction off Site period, the receiving school will communicate regularly and clearly with the pupil, parents/carers, and home school, reviewing the arrangements every two weeks. Progress towards outcomes will be noted and minuted.
2. Once the Direction off Site period ends, a joint decision will be taken by the pupil, parents/carers, receiving school and home school, choosing from the following options:
   1. The Direction off Site period has been sufficiently successful, and the pupil will transfer to the new school’s roll as a Managed Move (funding will be calculated following the pupil to the new school they are transferring to). The pupil file will then be transferred from the home school to the receiving school
   2. The Direction off Site period has been unsuccessful, and the child will return to the home school

The learning from the Direction off Site period 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 receiving school will have the final decision. The Exclusion and Reintegration Team at Oxfordshire County Council must be notified of the updated arrangements. The team will update Oxfordshire County Council’s Liquid Logic database showing the pupil’s school history.

1. If, despite all best efforts, a Direction off Site fails but the parents/carers persist in applying for a parent-led admission to the receiving school, the school must process this application in line with the School Admissions Code 2022. Directions off Site and Managed Moves do not take away the right of a parent/ carer to apply for a school place in the usual manner. Schools should not refuse a place if they have a space available. Parents/Carers retain a right of Appeal against non-admission as laid out in the School Admissions Code 2022.
2. Schools in Oxfordshire agree to identify pupils at risk of permanent exclusion early in order to avoid permanent exclusion. Restorative Practice should also be provided by schools prior to any consideration of a Direction off Site to be followed by a Managed Move. At times a Managed Move may also be used for a pupil who has poor attendance due to unresolved bullying or other accepted reason. Regardless of the reasons for Managed Move consideration, full parental support and consent is required. Managed Moves MUST not be used as an alternative to permanent exclusion, but as one mechanism to intervene early to prevent any risk of permanent exclusion or non-engagement, in the best interests of the pupil.
3. All Directions off Site and Managed Moves must be notified through each locality’s In Year Fair Access Inclusion Panel, whether brokered by that Panel or between individual schools. Managed Move data per school, based on pupil numbers proposed for Directions off Site and Managed Moves, pupil numbers received via Managed Moves, and successful/unsuccessful Directions off Site and Managed Moves will be captured and presented to all members of each In Year Fair Access Inclusion Panel termly.
4. The protocol must be followed for all Directions off Site and Managed Moves in Oxfordshire.

Due for review September 2023