

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

June 2024

Principles

In the DfE Exclusion Guidance 2023 it makes clear reference in Part four to 'Factors to consider before making the decision to exclude'. In this section points to consider are 'off-site directions' and 'managed moves'. After a school has exhausted all interventions and support in school a headteacher should consider if a fresh start at another school may be in the best interest of the pupil. The guidance makes reference to two different ways a child can transition or spend time at another school as outlined below.

Off-site Direction

Where a pupil attends an alternative provision or another mainstream school for a period of time. During the off-site direction to another school, pupils must be dual registered. If successful, an off-site direction can be turned into a managed move and the pupil transfers over to the new school's roll.

Managed Move

The process which leads to the permanent transfer of a pupil to another mainstream school.

Schools in Oxfordshire agree to identify pupils at risk of exclusion early in order to ensure permanent exclusion is always a last resort. Each area of the county has an Exclusion and Reintegration Officer who's advice should be sought prior to any decision being made including before considering off-site direction, managed move or permanent exclusion are considered. Sometimes, for serious one-off instances, an offsite direction or managed move may be an appropriate first action. Schools should consider if the pupil staying at their home school with a different offer and/or approach would be in the pupil's best interest before seeking an off-site direction or managed move. Restorative practice should also be considered by schools prior to any offsite direction to be followed by a managed move.

In order to ensure that this process is carried out fairly to all, the schools involved agree to the following principles:

- A. We act in the best interests of the individual pupil and all pupils within our schools' community.
- B. We collaborate constructively, with integrity, in a spirit of mutual trust, including timely and transparent information sharing
- C. We communicate clearly, honestly, accurately and regularly.
- D. We commit to providing the highest quality transition arrangements when off-site directions and managed moves are agreed.
- E. Managed Moves will be undertaken with the full and explicit consent of pupils and their parents.
- F. We pledge to act as fully inclusive schools, responsible for educating local pupils in their local schools, fully committed to making every off-site direction and managed move a success for each pupil.

School Leaders will broker off-site directions and managed moves in line with the protocol below. If a secondary school is seeking a receiving school for an off-site direction or managed move, they can ask for this Managed Move Protocol June 2024

to be added to the agenda for the next locality In Year Fair Access Protocol (IYFAP) Panel or request support from their area Exclusion and Reintegration Officer or Multi Academy Trust. Secondary schools must complete an Exclusion and Reintegration Referral Form to refer a pupil into IYFAP and parental consent should be sought.

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 and any moves outside of this panel should be noted in the IYFAP minutes. [Suspension and permanent exclusion guidance September 2023 \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/114112/suspension_and_permanent_exclusion_guidance_september_2023.pdf)

Protocol

1. All parties must agree if this move is a temporary dual roll (Off-site direction) or a permanent roll change (managed move).
2. All parties involved must agree to a proposed off-site direction or managed move: the pupil, parents/carers and both schools.
3. The pupil will visit the receiving school with their parents/carers and a representative from the home school. A lead member of staff at each school will be identified to ensure the off-site direction or managed move is a success, both of whom should have a strong and trusting relationship with the pupil and parents.
4. Prior to commencing the off-site direction or managed move, the home school will share information in full about the pupil with the receiving school. This will normally include the child's:
 - a. Academic record
 - b. Incident record including:
 - i. Significant incidents and sanctions received
 - ii. Triggers, typical behaviours, and strategies for dealing with them
 - iii. Actions undertaken (including any external agency involvement)
 - iv. Whether the child is at risk of permanent exclusion and/or may pose a risk to the safety of others
 - v. Any risk assessments in place
 - vi. Friendship groups and known links with receiving school
 - vii. Mental Health information
 - viii. Strengths and Needs Assessment
 - c. Attendance record
 - d. All named professionals involved and social care status
 - e. Special Educational Needs, Pupil Premium and all known safeguarding information.
 - f. Children We Care For should not be considered for an offsite direction or managed move without agreement with the Oxfordshire Virtual School.
 - g. Pupils with a social worker - school should consult with the social worker before an off-site direction or managed move is considered to understand suitability and impact on the family
 - h. Pupils with an Education Health and Care Plan (EHCP) should not be considered for an off-site direction or managed move without agreement from the SEN officer.
5. No managed moves should be contemplated without the full knowledge and support of the pupil's parents.

6. 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.
7. Schools can exceed their Published Admissions Number to accommodate a pupil through the off-site direction or managed move processes.
8. Process for a managed move
 - a) Referral into IYFAP panel (this can be done retrospectively if time does not allow before)
 - b) A meeting will take place between the home and receiving school the pupil, their parents/carers, representatives from both schools.
 - c) A separate meeting may also take place with all professionals involved to include the area Exclusion and Reintegration Officer to discuss transition and actions.
9. Process for an off-site direction

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:

 - a) Mutually agreed success criteria in the form of aspirational outcomes
 - b) The maximum length of any the off-site direction. This should be no longer than 6 weeks with 2 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
 - c) The receiving school's expectations of the child and any reasonable adjustments to meet individual need
 - d) The support that the receiving school will provide to the child in order for them to meet the agreed outcomes
 - e) 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 an off-site direction, the pupil will be marked in the Attendance Register as 'D' at the home school and present \wedge 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 off-site direction at any point, once they have evidenced all arrangements in c, d and e above have been fully discharged.
10. 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.
11. Once the off-site direction period ends, a joint decision will be taken by the pupil, parents/carers, receiving school and home school, choosing from the following options:
 - a. The off-site direction has been sufficiently successful, and the pupil will transfer to the new school's roll as a Managed Move. The pupil file will then be transferred from the home school to the receiving school. Area Exclusion and Reintegration Officer should be notified and brought to the IYFAP panel to ensure a clear audit trail.
 - b. The off-site direction has been unsuccessful, and the child will return to the home school. The learning from the off-site direction 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.

12. If, despite all best efforts, an off-site direction is unsuccessful, 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. Off-site directions 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.
13. At times an off-site direction or 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.
14. Only pupils who are referred into the IYFAP panel as confirmed managed moves are counted in the 'Ins and Outs' for the academic year. Off-site direction and managed moves that have been brokered outside of IYFAP are not counted in the data which is recorded and used to make decision on placing pupils in the statutory part A of the IYFAP.
15. LA funded transport is not automatically provided to support managed moves, each case will be considered on a case-by-case basis and a decision made of Head of Admissions and Transport.
16. The protocol must be followed for all off-site directions and managed moves in Oxfordshire.

Due for review July 2025