

FAIR ACCESS PROTOCOL

Lewisham's Fair Access Protocol is agreed to and will be abided by all maintained mainstream schools including Academies in the borough. The Protocol is legally binding and is underpinned by the School Admissions Code.

All schools including Academies must participate in this policy to ensure unplaced children, especially the most vulnerable, are placed in school as quickly as possible. Where necessary this may require admitting a child to a school that is already full.

Admission of children with a statement of special educational needs follow a separate process and are therefore not covered by this policy.

1. Purpose of the protocol

The purpose of this protocol is to ensure unplaced children are admitted to school and receiving education without delay and to ensure all schools admit a fair share of such children. Lewisham has consulted on its in year admissions arrangements for 2013/14 and all admissions for schools including faith schools and academies will be co-ordinated via Lewisham LA as the maintaining authority.

2. Aims of the protocol

Fair Access will be used for children whose admission under the In Year arrangement has failed either because there are no vacancies in any school in Lewisham in the child's year group or the admission is not straightforward.

This protocol is designed to:

- strengthen and develop the existing admissions arrangements and procedures, taking into account the LA's duty to co-ordinate all in year admissions to school;
- respond to the needs of vulnerable children who are not on the roll of any school and to place them in education provision quickly, taking account of their specific needs;
- reduce the time all children and particularly vulnerable children spend out of education;
- ensure that all schools, including Academies, admit an equitable share of pupils with challenging needs;
- be fair and transparent, to have the confidence of all schools and to include representatives of mainstream schools in the decision making process.

This protocol outlines the authority's arrangements to ensure that pupils are admitted on a fair and equitable basis to schools in Lewisham. All schools, including those who are their own admission authority, are required to adhere to the requirements of this protocol.

3. What is the difference between In Year Admissions and Fair Access?

In Year Admissions relate to all admissions to school from reception to Year 11 which are not covered by the reception or secondary transfer schemes. In most cases the admissions process is straightforward. The parent arrives in the area, applies for a place in a school where there is a vacancy and the child is admitted to school (see flowchart A). In other cases there are mitigating circumstances as to why the child's admission should be treated as an exception and these children will be placed in school under the Fair Access Protocol. These circumstances can include;

- a) a newly arrived child who was not previously permanently excluded but who was attending a Pupil Referral Unit (PRU)
- b) a newly arrived child who had previously attended two or more Lewisham primary or secondary schools
- c) a newly arrived child whose parent/carer states that the child has medical or educational needs but does not have a statement of special educational need
- d) a newly arrived child who has not previously attended a mainstream school or who has not attended a mainstream school for more than 1 school term
- e) a newly arrived child who has been placed in school under the in year admissions arrangements and where the receiving school has identified difficulties which had not previously been disclosed.

All applicants are required to complete an In Year Common Application Form and return it direct to the Local Authority, schools will not accept direct applications. The In Year Admissions Officer will determine, based on the details supplied with the application, whether the child qualifies for admission as In Year or Fair Access and either refer the case direct to the school applied for or to the Fair Access Panel.

Fair Access will be used for children whose admission under In Year has failed either because there are no vacancies in any school in Lewisham in the child's year group or the admission is not straightforward (see flowchart B).

4. Who qualifies for placement under the Fair Access Protocol?

In line with DfE expectations, Lewisham's policy relates to regular In Year admissions which, for whatever reason, have failed, as well as those who are difficult to place in a school. Where required schools **must** exceed their admissions number to admit the following groups of children:

- Looked After Children
- children permanently excluded from other local schools and attending PRUs who need to be reintegrated into mainstream education
- children who have been out of education for longer than 20 school days

- children whose parents have been unable to find them a place after moving to the borough, because of a shortage of places
- children withdrawn from schools by their family and who are unable to find another place
- children of refugees and asylum seekers
- homeless children
- children with unsupportive family backgrounds, where a place has not been sought
- children known to the police or other agencies
- young people returning from the criminal justice system (although these young people will be referred to Abbey Manor College for a period)
- children without a school place and with a history of serious attendance problems
- traveller children
- children who are carers
- children with special educational needs but without a statement
- children with disabilities or medical conditions
- children of UK service personnel and other crown servants.

In addition Lewisham will consider the following groups of children under the protocol:

- any child who has returned to the borough, including those who had left the country, and who were previously attending a Lewisham school. The expectation is that these children will be referred to their previous school and that school either re-admits the child or makes arrangements for a managed move
- those with known behavioural problems, who have transferred between two or more Lewisham schools and who have not been permanently excluded
- those who have been removed by their parents from a school roll to be 'educated otherwise' and are now seeking another school place. The expectation is that these children will be referred to their previous school and that school either re-admits the child or makes arrangements for a managed move
- those who have been victims of severe bullying or harassment (as supported by the current school) and require an urgent transfer.

Other children may be considered under this protocol depending on their individual circumstances.

These groups of children and young people are in many cases likely to be vulnerable. If after admission, schools identify that the child presents issues of concern, they should initiate the Common Assessment Framework (CAF) and Team Around the Child processes. Help is available from the Family Support Team at Laurence House (telephone 020 8314 8070), who can also tell you whether a CAF has already been completed on the child by another agency.

5. Principles for admitting children under the Fair Access Protocol

- a) All schools, including Voluntary Aided and Foundation schools and Academies, agree to exceed their admission limit to admit Fair Access children, even where the governing body is responsible for the school's admissions,
- b) schools will continue to admit pupils who apply for a vacancy under normal In Year admission arrangements unless there are compelling reasons not to do so and the school refers the admission to the Fair Access Panel for placement;

- c) schools cannot cite over-subscription as a reason for not admitting a pupil once they are classified as qualifying for admission under the Fair Access protocol;
- d) Fair Access children will be given priority for admission over others on a waiting list or awaiting an appeal;
- e) schools must not insist on an admissions appeal being heard before admitting a child under this protocol;
- f) schools must not refuse to admit a pupil who has been denied a place at that school at appeal, if the Fair Access Panel identifies that school as the one to admit the child;
- g) where an applicant expresses a strong aversion to or desire for the religious ethos of a school, this will be taken into consideration. Where possible, Lewisham will refer active church members to the appropriate denominational school but this cannot be guaranteed;
- h) wherever possible, parents' views will be considered, but will not override the policy if the preferred school is unable to take the pupil;
- i) decisions to recommend placement at a particular school will take into account that school's organisational and structural factors. These will include the Published Admission Number, the number currently on roll in that year group, whether there would be an impact on the delivery of the National Curriculum and constraints involving the school site, such as building work;
- j) children will be admitted under the Fair Access Protocol in Key Stage 1 as an accepted exception to the Infant Class Size regulations;
- k) the authority will expect schools to admit newly-arrived pupils in the autumn term of year 11. Year 11 pupils will be referred to Abbey Manor College for a place at the Intense Programme thereafter.
- l) Year 11 children arriving in the borough who have difficulties with fluency in English may be referred to Lewisham College for an assessment to determine whether the child should be referred to a mainstream school or placed on the College's EAL course

6. Fair Access Placement Criteria

The Fair Access Panel will decide which school should be required to admit a child using the following criteria:

The Fair Access Panel will decide which school should be required to admit a child using the following criteria:

1. The closest school to the child's permanent home address. Distance will be measured in a straight line from the child's home address to the closest school gate(s).
2. Data on in-year admissions, fair access admissions and managed moves will then be considered. If data shows that the identified secondary school has already admitted more than 2% of the total number of pupils on roll in the specific year group of Fair Access children, the next closest school will be identified.

Parental preference may be considered, but will not be binding. The Panel will take into account any previous school(s) the child has attended

Schools already at or above their PAN for the year group in question will be required to admit a fair share of these pupils too. Schools which already admit children under the in year arrangements should not admit a disproportionate number of children under the Fair Access protocol. All pupils should be admitted within 10 days of the request being made.

7. Processes for admitting children under the Fair Access Protocol

Under the established in year process the LA will make the offer of a school place under the Fair Access Protocol. The school must contact the applicant within 5 school days and arrange the admission. If, at the point of admission, the school has genuine concerns about the child's admission, for example information is revealed which had not been disclosed at the point of application the school must refer the case within 5 school days to the Fair Access Panel clearly outlining the reasons why the child should not be admitted. The school's response must include roll data for that particular year group.

The Fair Access Panel will take account of any genuine concerns about the admission, for example a previous serious breakdown in the relationship between the school and the family and will determine whether to

- a) pursue the original placement or
- b) accept the school's reason for not admitting the child and agree another school placement.

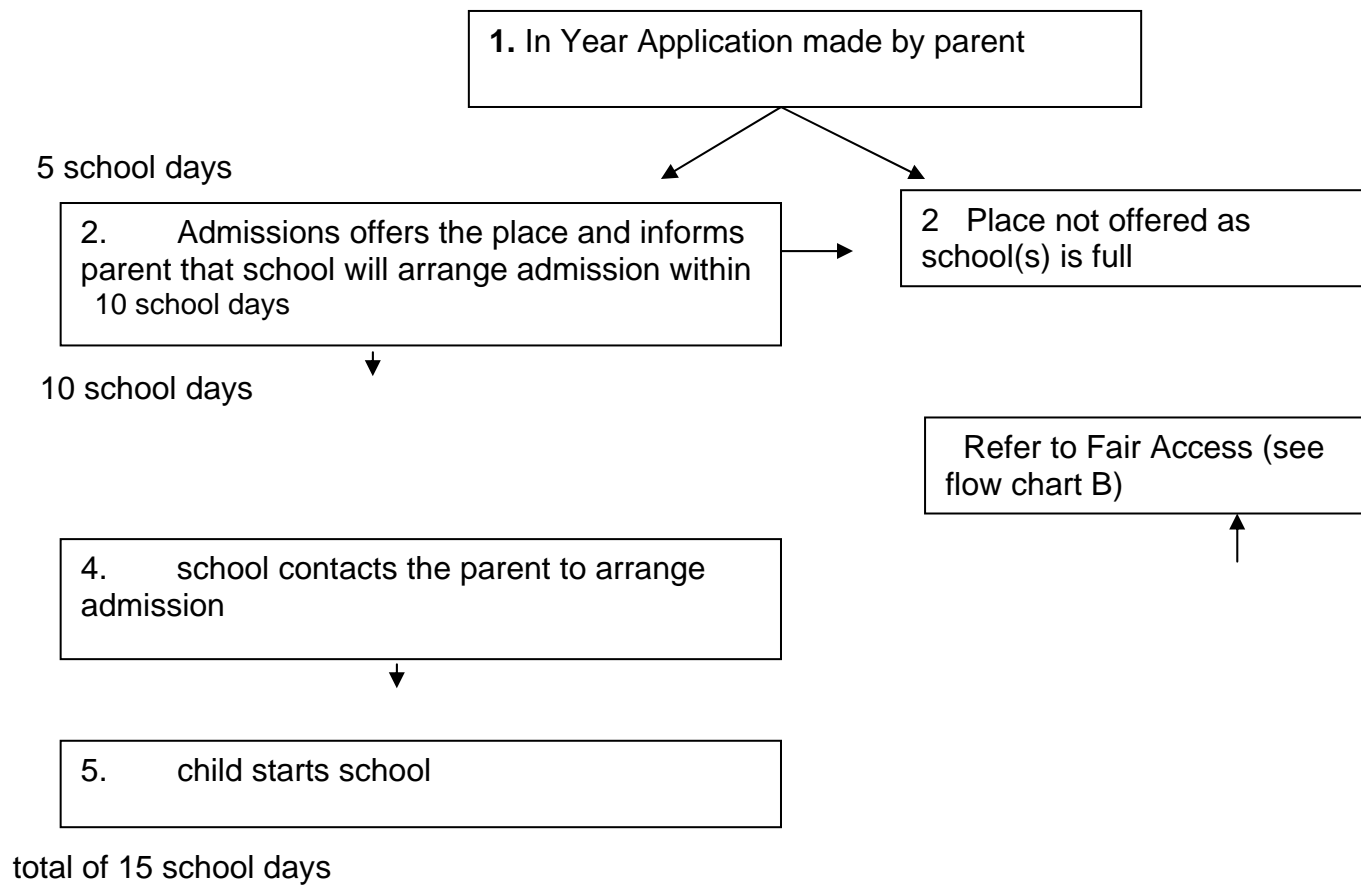
If the Panel decide to pursue the original placement the school must admit the child by a date specified by the Panel which will be no longer than 5 school days.

If the Panel decide to pursue another school placement that school will be given the reasons why the original school was unable to place the child and must arrange admission within 5 school days.

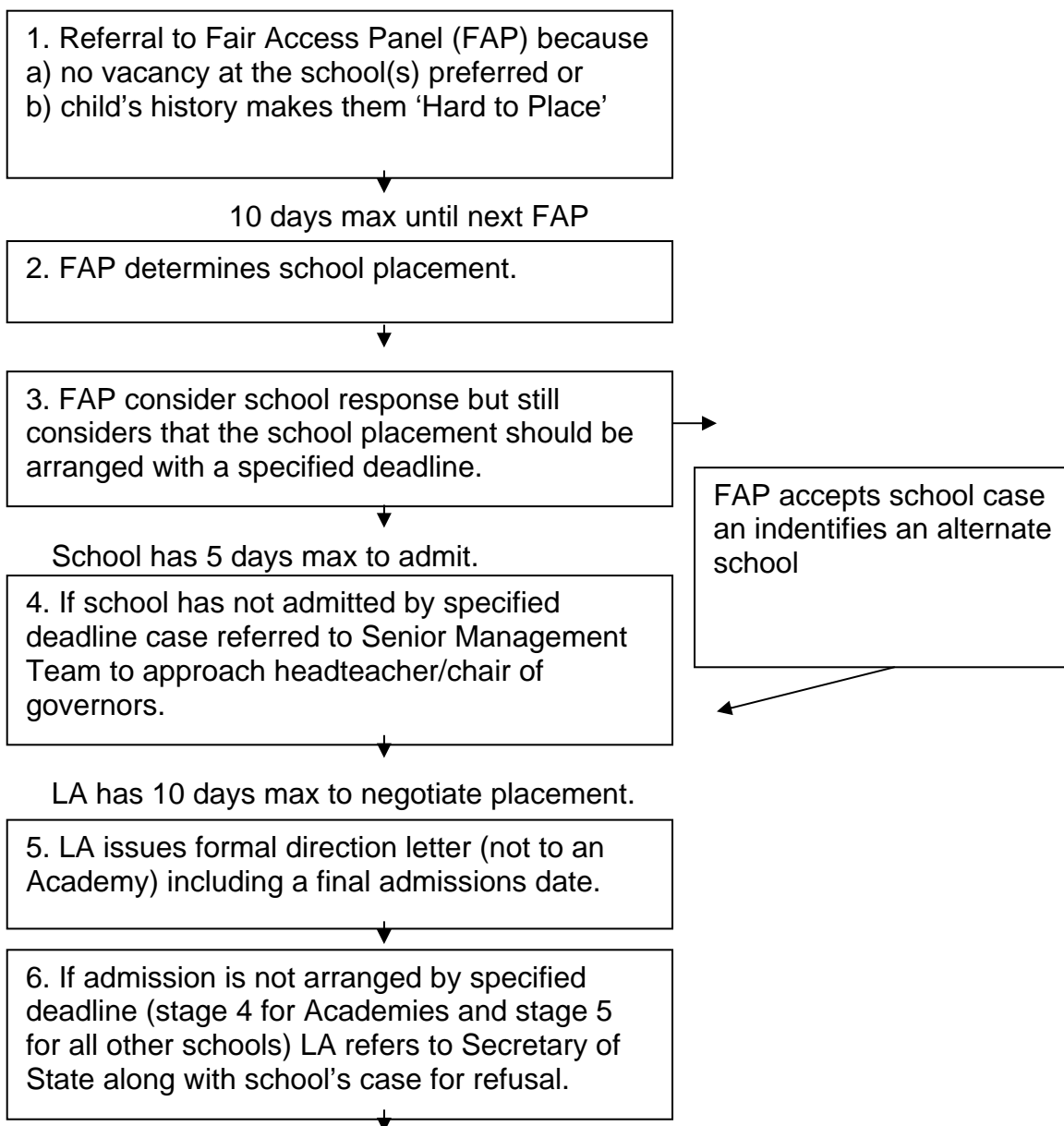
Permanently excluded pupils in Key Stages 1, 2 and 3 and attending one of Lewisham's PRUs must be reintegrated to mainstream schools, in line with recommendations from that PRU via the Fair Access Panel, as soon as it is practicable. All schools should re-integrate excluded pupils, on a rota basis, and no school should have to admit an unreasonable number.

There will not be an expectation that permanently excluded pupils will be reintegrated to mainstream schools in Key Stage 4, unless there are compelling academic or pastoral reasons.

In Year Admissions Flowchart (A)



Fair Access Flowchart (B)



Secretary of State determines LA and school case within 10 days max.

*Days = school days

8. In Year Transfers between schools

Children who request a transfer from their current school in Lewisham and who have completed an In Year Common Application Form do not take priority over those who qualify under the Fair Access or In Year Admissions arrangements as detailed above. Once an In Year Common Application Form from a child attending a Lewisham school has been received the parent will be advised by letter to contact their child's school. The letter will be copied to both the home school and the Lewisham school(s) requested.

Primary Schools – where both headteachers are supportive of the transfer the receiving school will arrange admission for the start of the next half term or sooner if there are compelling reasons to do so earlier. Children who have not moved address and request more than two transfers of school should be notified to the local authority as a safeguarding case.

Secondary Schools -

Unless a child has moved home and is requesting a school transfer any other transfer between schools in Lewisham should be arranged under the Managed Moves protocol.

Where time permits where an application from a child attending a neighbouring borough secondary school outside Lewisham is received a headteacher's report will be requested to determine whether the application should be considered under the In Year or Fair Access protocol. A child's admission to school should not be unduly delayed if a report is not received.

9. Looked-After Children

- Looked After Children are given first priority in all Lewisham schools' admissions criteria and must be placed within 10 school days.
- Looked After children who require admission to a school outside the normal admissions round will be offered a place at a local school serving the address at which the pupil is living. A Looked After Child may be placed as an acceptable exception in a Key Stage 1 class. Applications from LAC will be prioritised and normally processed within three working days. The expectation is that the child will be offered a place in mainstream provision within ten working days of the application, unless there are compelling reasons otherwise. Details about LAC should be transferred between schools as quickly as possible and ideally within a week of the pupil starting at their new school.
- If an admission is disputed, the case must be referred to the Fair Access Panel giving detailed reasons within 5 school days. The LA reserves the right to direct admission if necessary.

10. Permanently Excluded Pupils

- Lewisham LA does not expect any school in the area to permanently exclude a Looked After Child, a child with a statement of SEN or a child who is subject to a child protection plan.
- Lewisham children who are permanently excluded from mainstream school are expected to attend one of Lewisham's Pupil Referral Units (PRU) so their needs can be assessed and suitably addressed. Once they are ready to return to

mainstream school the PRU will make a recommendation to the Fair Access Panel who in turn will identify a school place.

- All schools should admit a fair share of permanently excluded pupils. In determining admission the Fair Access Panel will consider relevant factors, such as the distance from the home address to school and other pupil-related matters. An annual report will be presented to the Admissions Forum to ensure that all schools operate in line with this policy.

11. Pupils with Statements of SEN

Children with statements of special educational needs are not covered by these arrangements, as there are different legislative requirements relating to their school placement.

12 Membership of the Fair Access Panel

- **The Fair Access Panel** is chaired by the Head of Service or Service Manager of Early Intervention and Access.
- Members include representatives from;
 - a) Abbey Manor College,
 - b) New Woodlands School,
 - c) the Admissions Team,
 - d) the Inclusion Officer,
 - e) the Attendance and Welfare Service,
 - f) the Family Support Team,
 - g) the Youth Offending Team.

Secondary Headteachers will attend the Fair Access Panel on a rota basis. If a headteacher is unable to attend a deputy headteacher may attend providing s/he has the responsibility to make decisions on the headteacher's behalf. Where a school cannot send a deputy the headteacher is responsible for arranging for another secondary headteacher to attend in their stead.

Primary headteachers will also attend on a rota basis but only as and when a primary aged child is on the agenda. The primary head teacher scheduled to attend the meeting will be notified by mid-day on the day of the Panel if they are required.

- Data confirming the admission of children under the Fair Access Protocol will be circulated to all secondary schools after each meeting.
- The membership of the Fair Access Panel and the appointments of Panel members is regularly reviewed (at least once a year) by the Service Manager of the Early Intervention and Access Service.
- The Fair Access Panel usually meets fortnightly during term time and is responsible for having regard to the aims and principles of the Fair Access Policy and Protocols, accepting and tracking referrals, and identifying for each case referred an appropriate mainstream school or alternative provision.
- Based on the information from schools, relevant professionals, parents and pupils, and in the light of provision available, the Fair Access Panel agrees either a referral to appropriate provision, or appropriate action.

- Meetings proceed in accordance with the Council's Code of Conduct, and decision is reached by a consensus (general or widespread agreement) sought among the whole membership. In some cases further meetings and/or further information may be required to achieve consensus.
- The Fair Access Panel members can acquire information that has not been made public. As such Panel members should never disclose or use confidential information for personal advantage of themselves or of anyone known to them, or to the disadvantage of the Panel or anyone else.
- For meetings to be valid there must be at least 4 Panel members present (quorum).
- The Fair Access Panel can:
 - a) direct pupils to mainstream schools;
 - b) refer pupils within the agreed criteria to Abbey Manor College and New Woodlands e.g. permanently excluded pupils;
 - c) arrange the re-integration of permanently excluded pupils into mainstream school;
 - d) refer pupils within agreed criteria to the Medical Service Provision via Abbey Manor College and the Outreach Service via New Woodlands. Once the referral is made it is for Abbey Manor College or New Woodlands to agree to provide their service to the child in question;
 - e) refer pupils returning from custodial care to Abbey Manor College for assessment, and to a named school for admission;
 - f) agree alternative education placements for a pupil not on roll of a school;
 - g) agree action to be taken forward by a named officer;
 - h) arrange a one-off home visit by an Attendance and Welfare Officer;
 - i) ensure, where appropriate, that links are made to early intervention services and common assessment framework/TAC/TAF processes;
 - j) request Abbey Manor College to carry out an academic assessment;
 - k) agree to the implementation of School Attendance Order Proceedings;
- The Fair Access Panel cannot:
 - a) arrange education provision for pupils with Statements of Special Educational Needs;
 - b) refer pupils with Special Educational Needs but without Statements to Special Schools for assessment placements at special schools.
In cases A and B above the Panel will refer to the SEN Placements and Provision Panel;
 - c) arrange KS4 intervention referrals to Abbey Manor College for a pupil on roll of a school;
 - d) arrange KS1, 2 or 3 intervention referrals to New Woodlands School for a pupil on roll of a school;
 - e) arrange alternative education referrals for a pupil on roll of a school.

Cases in C to E above are the responsibility of the school

MANAGED MOVES PROTOCOL

All schools in Lewisham, including Academies, will participate in the implementation of this protocol and will adhere to its requirements, particularly with reference to its time-scales and in the provision of appropriately detailed pupil information.

1. Introduction

- 1.1 In certain circumstances, it may be appropriate to transfer a pupil to another school to reduce the risk of the pupil being permanently excluded. Such transfers should take place within the framework of this protocol, in order that schools are in no doubt as to who is responsible for the pupil at any time during the process.
- 1.2 There are circumstances where victims of bullying or other vulnerable children who are not settled at school require a transfer. Those children on roll of a Lewisham school and who make a transfer request should be considered for a managed move under this protocol.
- 1.3 A managed move must be with the agreement of the pupil's parents and the receiving school, and should have the signed agreement of the parents. This will be known as the Managed Moves Contract.
- 1.4 Where a pupil has a statement of Special Educational Needs, an interim review meeting (similar to an annual review) must be held prior to any transfer. It is a statutory requirement that the appropriate LA's SEN Officer must be present at this meeting. Schools must consult with the SEN team about any proposed change to the placement of a child with a statement.
- 1.5 Copies of correspondence and the Managed Moves Contract must be forwarded to the Inclusions Officer within 5 working days for the purposes of tracking and monitoring. Lewisham will hold a data base of all managed moves to ensure that there is an equal distribution of such children. This data may also be considered when placing other children under the Fair Access Protocol.
Disputed placements may be referred to the Fair Access Panel.
- 1.6 Schools within a Federation will often arrange managed moves in-house in the first instance and usually only consider managed moves outside the federation if an in-federation move has been tried and failed

2. Principles

- 2.1 The following principles should underpin all requests for managed moves.
 - a) Justification for the transfer of Looked After Children or pupils who are the subject of a statement needs to be especially strong.

- b) A managed transfer request will normally be initiated by the child's current (home) school.
- c) It is essential that the full agreement of parents is obtained. The ascertainable views of the pupil to voluntarily undertake a transfer to another school or to alternative provision must also be considered.
- d) A managed transfer must form part of either the pupil's Pastoral Support Plan (PSP) or Individual Education Plan (IEP), for pupils with special educational needs.
- e) Generally, it is the collective expectation of schools and the LA that a managed transfer must be considered prior to a permanent exclusion being implemented. In the majority of cases, the pupil would be expected to be at least at School Action Plus of the SEN Code of Practice, thereby demonstrating that all other preventive strategies have been exhausted.
- f) Children with a statement of special educational needs should not be permanently excluded. Where a pupil has a statement of SEN, and a transfer of school is required an interim statutory review of the statement must be held. Whilst awaiting a decision on a move, if a pupil behaves in a way which would normally lead to a permanent exclusion in accordance with the school's discipline policy, the school should consider a fixed-term exclusion.
- g) Managed moves are to give the student a fresh start and to put their problems behind them. It is expected that the student's 'issues' will not follow him/her to the new school. A managed move should be for a maximum of one school term which will enable the receiving school to put an induction plan into place and give sufficient time to judge whether the child has benefitted from a fresh start and will be able to learn and achieve independently at the end of the managed move period. The managed move contract must include a set date for a formal review, at which a final decision will be made as to whether the transfer will become permanent.
- h) The home school will keep the pupil on its admission register throughout the trial transfer period and must also maintain a daily attendance register during that time.
- i) The receiving school must admit the pupil in accordance with the usual expectations geared to the child's needs. This might, for example, include mentoring or a period of attendance within the Learning Support Unit alongside full mainstream school activities for the duration of the trial period. The school's Attendance and Welfare Officer should also be involved if there have previously been attendance issues. A CAF should be completed if there are issues of concern.
- j) Where necessary the AWPU should be adjusted at the end of the academic year. It is anticipated that a school whose pupil has come off roll as a result of a Managed Move will be able to accommodate either a newly arrived child or will accept a child who requires a Managed Move from another school. Managed moves do not necessarily allow for the two schools to 'swop' children.

k) Only one managed move is expected to be used in a student's secondary school career. Should any further intervention be required the school should consider alternative provision for example intervention at a PRU.

3. Procedures

3.1 Prior to a managed move, headteachers should satisfy themselves that the usual requirements of behaviour management have been met. Headteachers wanting to initiate a managed transfer should then follow the procedures outlined below.

1) The headteacher should consult parents and the pupil about their views on a transfer to another school at a review meeting of the child's progress, as part of the pupil's current PSP or IEP. The LA's Inclusion Officer should attend the review meeting as necessary, together with any other supporting professionals in accordance with the pupil's individual requirements.

2) Where a pupil is the subject of a statement of Special Educational Needs, the review must take the form of a statutory interim review, which must be attended by an appropriate officer from the Special Educational Needs Team.

3) If parents agree that a Managed Move is appropriate, a Managed Moves Contract must be drawn up and will include written consent from the parent that a move should be sought. The parent may wish to nominate an alternative school but should be informed that there is no guarantee that their preference will be met.

4) The home school should consider whether the Common Assessment Framework is necessary and convene a TAC or TAF meeting.

5) The home school should provide full supporting information, relating to progress, attainment, behaviour and both the latest statutory annual review and the results of the emerging interim review, if the pupil has a statement of SEN.

6) Once a managed move has been agreed in principle by the receiving school, a meeting with the new headteacher or representative should be arranged without delay, and should be attended by the parents and pupil, and by Lewisham's Inclusion Officer. If a Managed Move is agreed, the pupil must remain on the original school's roll for the duration of the Managed Move.

7) The receiving school must provide the student with a structured induction plan.

8) Following the meeting, if the parents and pupil are in agreement that the transfer will take place, the Managed Move Agreement will be drawn up by the home school and will include the following;

a) The start and end date for the Managed Move which should be the equivalent to one school term or 12 school weeks.

- b) Any agreed attendance arrangements; for example, it may not be appropriate for all pupils to transfer on a full-time basis with immediate effect.
- c) The date and time of the final review meeting.
- d) The arrangements for reporting and recording the child's attendance. This will be kept on the "home" school's register, using the "receiving education off-site" (present) code, so long as the child is actually in attendance when required. Absences that are not approved must be recorded as "unauthorised".
- e) Any other issues needing clarification such as transport, learning support, involvement of LA officers and other support services and professionals.

9. If the receiving school wants to end the trial before the period is completed, the headteacher of the receiving school must call an emergency meeting with the headteacher of the home school, the parent(s) and the LA Inclusion Officer. The decision must be confirmed to the home school and the parent in writing and will specify the date from which the child must return to the home school. This will normally only occur in instances of extreme behaviour.

10. At the agreed final review meeting, a decision must be made to determine whether the child will return to their home school or be permanently admitted to the new school. Extensions to the Managed Move period should only be agreed in exceptional circumstances such as long-term absence through illness. Any extension should be agreed in writing with both the home and receiving school and the parent(s).

11. On successful completion of the Managed Move the child's name must be removed from the admission register of the home school and added to the admission register of the receiving school. Any remaining school records should then be transferred by the home school to the receiving school. In the case of a pupil with a statement of SEN, the statement will need to be amended with the new school named in Part 4.

12. At the end of the academic year Lewisham's Inclusion Officer will make arrangements with Budget Team to transfer the level of funding to be transferred between establishments in accordance with relevant current formulae.

Note: in this protocol "parent" includes any person who has 'parental responsibility' for the child

Managed Move Agreement

Pupil First Name	Pupil Family (Surname)
Date of birth / /	
Managed move will start on / /	Managed move will end on / /
Review 1 will be held on / /	Review 2 will be held on / /
Home School	
Receiving School	

This pupil is being supported by a Managed Move to a new school for a fresh start following a period of difficulties at his / her home school. The move of school is supported by parents / carers and the pupil will be supported in the new school by

(designated staff member).

The pupil and parent will be expected to adhere to the school's Behaviour policy and the School 's Code of conduct.

(Pupil)

Therefore agrees to:

1. Co-operate with the programme arranged by completing class work and homework to the best of their ability
2. Distance themselves from trouble with other pupils and avoid fights or arguments.
3. Find _____(staff name) or _____ (staff name) to ask for help if there are any difficulties.
4. Take advantage of the support offered by School/Academy.

(Parent)

Therefore agrees to:

1. Ensure (Pupil's name) attends (receiving school) regularly and punctually
2. Ensure (Pupil's name) adheres to the conditions set out in this agreement
3. Inform (staff name) immediately of any problem identified by (pupil name) which may lead to the termination of this managed move

(The receiving school)

Therefore agrees to:

- 1. Encourage _____(pupil name) in school work and keep in regular (specify daily/weekly/ fortnightly) contact with parents / carers, home school and other agency staff.
- 2. Take part in regular (specify weekly/fortnightly/half term) reviews, which will be attended by all those signing this agreement.
- 3. Offer praise and reward whenever appropriate.
- 4. Record attendance and inform home school weekly (see Managed Move Guidance)

(The home school)

Therefore agrees to:

- 1. Keep the pupil on roll and record attendance on the register (see Guidance)
- 2. Take part in regular reviews, which will be attended by all those signing this agreement, including both schools.
- 3. Accept the pupil back in school to plan a way forward should this be necessary.

The receiving school reserves the right to terminate this agreement at any time should the pupil concerned not comply with the terms set out in this agreement

Date agreed _____

Signatures

Home school Head _____ New school Head_____

Home school link person _____ New school link person_____

Pupil_____ Parent / carer_____

Other _____ Other _____

Copies of this agreement to be sent to

- Parent/carer
- Pupil
- Home School
- Receiving School
- LA Inclusion Officer

Guidance on Managed Moves for Parents and Carers

What is a managed Move?

A Managed Move as a *'move to another school to enable the pupil to have a fresh start in a new school.'*

Head Teachers may suggest a Managed Move for a pupil who is in danger of being excluded or who is finding it very difficult to settle in their current school.

How is a Managed Move arranged?

Staff at the pupil's home school (the one where they are having difficulty) will talk to staff at the new school (the one where everyone hopes the pupil can have a fresh start). A planning meeting should be held with both schools, parents and the pupil. Other people who are involved in helping the pupil should be invited to this meeting too; for example the learning mentor or a Behaviour Support Service teacher.

How long will a managed move last?

Managed moves should not go on indefinitely. They are usually for a maximum of 12 weeks by which time a decision must be made if the change of school is to be permanent. Both schools and the family should decide this together.

Until this decision is made the pupil should remain on the register of the 'home school' so they always have a school place available to them. The register must be kept up to date at the home school with the new school providing attendance information at least weekly.

What if things go wrong at the new school?

Parents can help by keeping in touch with the school staff regularly so they can work with them to help the pupil before difficulties grow too big. If the new school is thinking about ending the managed move, the head teacher should hold an urgent review meeting with both schools and the family. If the Managed Move is ended this must be put in writing to parents and the pupil should return to the home school. The home school will work with the family to plan a new way forward.

The pupil's behaviour may still be covered by the home school's behaviour policy as well as the new school's policy. The home school and the new school do have the right to exclude the pupil if their behaviour is serious enough in either school.

How can parents help?

- Keep in touch with the school
- Take an interest in how your son or daughter is getting on
- Stick with it. Difficulties will not be resolved over night
- Attend review meetings and say how you feel things are going.