

# ***Managed Move Policy 2022/2023 for all Havering Schools and Academies***

***This policy reflects the Local Authorities responsibility for  
safeguarding and promoting the welfare of children and their  
educational attainment and achievement***

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## Managed Move Policy Version Control

Updates	Points
2022/2023 Managed Move Policy – Complete review to comply with the new legislation.	All points

## 1. Introduction

1.1 This document sets out the managed move arrangements which will be operated by the London Borough of Havering in partnership with its schools and academies during the academic year 2022/2023. This policy aims to provide a ‘common approach’ for Havering headteachers when considering managed moves and should be read in conjunction with the following DfE publications.

- Suspension & Permanent Exclusion including pupil movement July 2022
- Behaviour in Schools Advice for headteachers & school staff July 2022

## 2. Principles of the Managed Move Policy

2.1 This policy sets out the principles to be followed by all providers of education within the Borough of Havering, in compliance with current legislation.

2.2 This policy aims to clarify a common approach for Havering’s head teachers when considering a managed move and will be reviewed on an annual basis.

2.3 A managed move is an agreement that is arranged between two headteachers and is used to initiate a process which leads to the transfer of a pupil to another mainstream school permanently.

- 2.4 If a temporary move needs to occur to improve a pupil's behaviour, then off-site direction (as described in paragraphs 35 to 46 of the Suspension and Permanent Exclusion guidance) should be used.
- 2.5 Managed moves should only occur when it is in the pupil's best interest.
- 2.6 All schools will work collaboratively to support and manage children who could be at risk of exclusion, and continue to work together in unity to commit to securing an inclusive ethos within Havering.
- 2.7 Good behaviour in schools is essential to ensure that all pupils benefit from the opportunities provided by education. Therefore, the government recognises that managed moves and off-site directions are essential behaviour management tools for headteachers, and can be used to establish high standards of behaviour in schools and maintain the safety of school communities.
- 2.8 The Local Authority will work closely with all Havering Schools to process managed move referrals received through the Inclusions Gateway.
- 2.9 By implementing a consistent approach to managed moves across Havering it should avoid unnecessary escalation to services that could result in a more complex, costly and resource intensive intervention being required at a later date.
- 2.10 A managed move can prove to be a positive transition with minimal disruption to a pupil's education and provide them with a fresh start.
- 2.11 When pupils are supported well they are able to remain in mainstream education and succeed.
- 2.12 It is not recommended that a pupil is referred more than once for a Managed move.
- 2.13 If a case is requested for a second managed move this would need to be discussed with the local authority before a referral is made to ensure it is in the best interest of the pupil.
- 2.14 The pupil will remain the responsibility of the referring school until the managed move has been successfully completed. The referring school must inform the local authority [inclusions@haverling.gov.uk](mailto:inclusions@haverling.gov.uk) when it has been agreed that the managed move has been successful.

### **3. Department for Education's rationale for a managed moves**

- 3.1 Managed moves should be voluntary and agreed with all parties involved, including the parents and the admission authority of the new school.
- 3.2 If a temporary move is required to improve a pupil's behaviour, then an off-site direction should be used rather than a managed move.

- 3.3 Pupils with an EHCP can only be moved through the statutory school consultations process ([contact\\_sen@haverling.gov.uk](mailto:contact_sen@haverling.gov.uk)).
- 3.4 Managed moves should only be offered as part of a planned intervention. The original school should provide evidence for the support and intervention that has been carried out previously. This should include multi-agency support, or any statutory assessments prior to a managed move.
- 3.5 The managed move should be preceded by information sharing between the original school and the new school, including data on prior and current attainment, academic potential, a risk assessment and advice on effective risk management strategies.
- 3.6 The new school must ensure that the pupil is provided with an effective integration plan (**see LBH Re-integration Policy 2022/2023**).
- 3.7 Parents must not be put under pressure to engage with a managed move. If parents are being pressured into a managed move or are unhappy with a managed move, they can take up the issue through the school's formal complaints procedure with the governing board and, where appropriate, the local authority.
- 3.8 Evidence of a parent being pressured into a managed move that has resulted in off-rolling could result in the school being judged as inadequate.

#### 4. Managed Move Transition

- 4.1 Pupils must be given a fair chance to succeed and therefore the minimum trial time frame must be aimed for in the first instance.
- 4.2 Timeframe and process for managed moves.

<ul style="list-style-type: none"> <li>• Planning meeting to be held after managed move agreed between schools</li> <li>• Pupil introduced to their key members of staff to support the process</li> <li>• Tour of the school is to be provided</li> <li>• Timetable agreed and school floor plan and logistics discussed</li> <li>• SEND reasonable adjustments and medical care handover completed</li> <li>• Start date, time and plan is agreed for the pupil's first day</li> <li>• Pupil is placed on dual registration from the first day</li> </ul>
<ul style="list-style-type: none"> <li>• Pupil starts new school</li> <li>• Pupil welcomed into the new school environment</li> <li>• Week 1-4 weekly reviews compiled and shared with referring school</li> <li>• Email copy of weekly reviews to the local authority for oversight and scrutiny <a href="mailto:inclusions@haverling.gov.uk">inclusions@haverling.gov.uk</a></li> <li>• Week 4-8 schools liaise to agree the success of the managed move</li> <li>• Local authority to be kept informed</li> <li>• Pupil is placed onto new school roll</li> <li>• Pupil is deleted from the referring schools register</li> <li>• Schools to maintain regular communication with all parties</li> </ul>

4.3 Following a successful managed move a direction off-site would not be considered within the first term after the pupil has been placed on roll of the new school. Pupils must be given reasonable time and support to settle into their new environment.

## **5. If a pupil does not arrive for the managed move**

5.4 In the unusual event a pupil does not arrive at the receiving school to start their managed move, the receiving school must carry out reasonable enquiries to ascertain the whereabouts of the pupil.

5.5 The receiving school must inform the referring school and the local authority of the situation and establish if it is agreeable with all parties for the managed move to continue.

## **6. Serious breakdown of a managed move**

6.1 A managed move can be terminated without consultation in the event of a serious case of dangerous behaviour involving the bullets below. This decision must be communicated to the parents', referring school and the local authority [inclusions@haverling.gov.uk](mailto:inclusions@haverling.gov.uk) along with full details and information of any incident that is:

- in response to a serious breach or persistent breaches of the school's behaviour policy; and
- where allowing the pupil to remain in school would seriously harm the education or welfare of the pupil or others such as staff or pupils in the school

## **7. Managed move outcomes**

7.1 When a managed move is successful, the pupil will transfer permanently to the roll of the receiving school.

7.2 Following an unsuccessful managed move a pupil has a legal right to return to the referring school.

7.3 The local authority must be made aware of all successful and unsuccessful managed moves at [inclusions@haverling.gov.uk](mailto:inclusions@haverling.gov.uk) to ensure pupils safeguarding.

## **8. Free school meals & school uniform costs**

8.1 The receiving school can invoice the referring school for free school meal funding when the pupil is on dual registration. The new school can apply directly for the free school meals funding once pupil is placed on single registration.

8.2 If pupil receives free school meals, the expectation is that referring school provides the new school uniform for the pupil from their pupil premium. This arrangement should be agreed at the point of referral.

- 8.3 Financial assistance for uniforms is only available for Asylum Seekers and Refugees please email [inclusions@havering.gov.uk](mailto:inclusions@havering.gov.uk) for information.

## 9. Funding

- 9.1 Financial adjustments between schools to transfer funds for managed moves that have been arranged **outside** of this policy will not be made by the local authority.
- 9.2 At the point the managed move is agreed by all parties as being successful, the pupil must be transferred from the referring school to the new school as single registration. Funds will be calculated from the first date the pupil was placed dual registered.
- 9.3 Please note that other pupil-specific funding may be impacted where relevant, such as SEN top-up funding.
- 9.4 For mainstream schools, funding will be adjusted as necessary where a pupil is either a) transferred out of the school as part of a managed move or is b) admitted to the school as part of a managed move. Funding adjustments are outlined below:

### **LA Maintained Schools**

- a) When a pupil leaves the school as part of a managed move at any time in the local authority's financial year, the school's current year budget is reduced on a pro-rata basis. The adjustment is calculated using the AWPU (age-weighted pupil unit) funding that the school has received for the given pupil in the financial year of the managed move. To calculate the funding reduction, this total is divided by the total school days in the financial year (usually around 195) and then multiplied by the number of school days between the managed move date and the end of the financial year.
- b) When a school receives a pupil as part of a managed move, the receiving school's budget is increased on a pro-rata basis. The adjustment is calculated using the relevant AWPU (age-weighted pupil unit) funding that the pupil would have otherwise attracted for the financial year. To calculate the funding increase, this total is divided by the total school days in the financial year (usually around 195) and then multiplied by the number of school days between the admission date and the end of the financial year.

### **Academies**

- a) When a pupil leaves the academy as part of a managed move at any time in the academy's financial year, this academy will have its scheduled LBH monthly payment reduced (or will be invoiced should that not be possible). The amount is calculated using the AWPU (age-weighted pupil unit) funding that the academy has received for the given pupil in their financial year. To calculate the pro-rata amount, this total is divided by the total school days in the academic year (usually around 195) and then multiplied by the number of school days between the managed move date and the end of the academy's financial year.

- b) When an academy receives a pupil as part of a managed move, the receiving academy will receive a payment. This is calculated using the relevant AWPU (age-weighted pupil unit) funding that the pupil would have otherwise attracted for the academy's financial year. To calculate the pro-rata amount, this total is divided by the total school days in the academic year (usually around 195) and then multiplied by the number of school days between the admission date and the end of the academy's financial year.