



## Codsall High Federation of Schools Managed Moves Policy

### Step by step guide to arranging managed moves:

- When a home school or the virtual school contacts Codsall High Federation of Schools for a managed move the following procedure must be followed:
- The managed move may operate in one of two ways:
  - The move can be considered permanent from the start, in which case the student is immediately placed on the roll of either Codsall High, Perton Middle or Bilbrook Middle School. There is a formal transfer using the authority 'in year transfer form' and the last school report.
  - The move can be arranged on a 'trial' basis, in which case the student remains on the roll of the home school (and is registered as 'educated elsewhere') for a trial period of no more than 12 term-time weeks before either transferring onto the roll of Codsall, Bilbrook, or Perton, or returning to the home school if the move is unsuccessful.
- The home school and Codsall High Federation of Schools and the parents/carers **must** agree whether or not the move is to be arranged on a trial basis before the student commences at the receiving school.

- The home school passes all relevant paperwork including (as a minimum) the student's attendance record, conduct log, copies of any IEPs or PSPs and current academic attainment data to the relevant Federation School.
- Prior to the student starting, if it is considered appropriate, Codsall High Federation should consult the virtual school for looked after students to discuss any support required to ensure the student's proper integration the Codsall Federation.
- Codsall, Bilbrook or Perton will hold a meeting with the parents/carers, student and the home school. This meeting should include an explanation of the expectations of the new school and general arrangements for the managed move, including the details of any period in a PRU. The discussion should include details of the arrangements for the student's induction (e.g. details of uniform requirements, times of school day etc.) and of the student's specific support needs.
- The Headteacher of the home school should make it clear to parents/carers that a managed move is only being contemplated because the student's behaviour would warrant serious disciplinary action (potentially permanent exclusion) if they were to remain in attendance at the home school. If the move has been arranged on a trial basis it must be made clear to parents/carers that if the move is unsuccessful the student will be returned to the home school at the end of the trial period and will possibly face permanent exclusion.
- If the managed move has been agreed with a local school then the student must be discussed at the SEND hub and a referral completed, following the SEND hub protocol.
- The EWO's (Educational Welfare Officer) for both schools should be informed and if the student is on the SEN register the SENCOs in both home and receiving school must be informed.

- The student **must** remain on the home school's roll until official notification has been received from the receiving school that the student is on roll. The student's place at the home school **must not** be filled until the receiving school confirmed in writing that the pupil is formally on the receiving school's roll.
- The student is given a start date and their full record, which must include details of any fixed period exclusions, is transferred from the home school to the receiving school. This must include all records relating to Child Protection concerns which may have been held separately from the pupil's main school record. The CTF (personal data) file must also be transferred across.
- If the managed move is arranged on a trial basis:
  - The receiving school should review the student's progress after 6 weeks and again after 12 weeks, in meetings involving the parents/carer, the student and, the home school.
  - The receiving school may place the student on roll at any time during the 12 week review period.
  - After the 12 week review the student must either be placed on the roll of the receiving school or returned to the home school if the move has not been successful.
  - The home school must not remove the student from roll until they receive confirmation that they have been taken on roll at the receiving school.
  - If the managed move breaks down before the trial period review meetings take place, the student will return to the home school with immediate effect.
  - If during the trial period there is an incident which warrants permanent exclusion, the receiving school should inform the Headteacher of the home school in order that the appropriate action can be taken. **It is the**

**responsibility of the home school to permanently exclude the pupil if this becomes necessary during the trial period.**

If the move is not properly planned, and in particular if parental or student wishes have not been fully considered, the managed move is unlikely to be successful.

## **Managed Moves Checklist**

### **Home School:**

- Met with parents and student to outline the terms and duration of the managed move.
- Notify Admissions and Transport of details of planned move.
- Contact head teacher of proposed receiving school.
- Pass relevant records to receiving school.
- Referred the child to the SEND Hub.
- Complete a migration form.

### **Receiving school:**

- Arrange meeting with parents/carers, student and others agencies as appropriate to arrange a support plan.
- Arrange 6 week progress review.
- Arrange 12 week progress review.
- Advise home school of on roll date, or confirm date the student will be returning to home school.
- Update all developments with the SEND Hub.
- Contact the virtual school to ensure all funding arrangements are in place.
- All procedures for an in year transfer must be followed if the student is placed on the roll of the receiving school. These procedures are:
  - Student records must be requested by the receiving school.
  - Complete a migration form



### Referral for a Managed Move

#### Data Protection Act 1998

Information given by you is needed to help Schools in supporting and maintaining records of students who are involved in a managed move. This information is kept in part on a computerised database and in part as paper records. Schools may keep this information until the student is at least 24 years old. This information may be shared with the DFE, LAs, schools, colleges, training establishments, health and welfare practitioners, prospective employers, Connexions and other organisations that may be nominated by the DFE.

Receiving School	
Executive Head Teacher	
Home School	
Head Teacher	

Forename:		Surname:					
DOB:		UPN:					
Year Group:				Male / Female (please circle)			
Parent/Carer name(s)							
Current Address							
Home Tel				Mobile			
Ethnic Origin (please circle)							
White	Black African	Black Caribbean	Indian	Pakistani	Bangladeshi	Chinese	Other (specify)

<p>Medical Information (if available) including hearing and vision. Please state if any medication is prescribed:</p>  <p>Education, Health and Care Plan attached: Yes / No</p>
--

<b>SEN Code of Practice (please tick if applicable)</b>		
SEND		
EHCP		
<b>Most recent IEP to be attached</b>		
<b>Are there any current safeguarding concerns? Y/N</b>		
If yes, please give the name and contact details of the DSL at the Home School:		
Name:		Telephone number:
<b>Please give the names and contact details of any external agencies who are currently supporting the student (e.g. Educational Psychologist, Learning Support Services, Social Services, Early Help, etc):</b>		
<i>Copies of all relevant reports would be useful.</i>		

<b>Reason for the managed move:</b>
<b>Describe the student's strengths and strategies that work well:</b>
<b>Describe any relevant behaviour/attendance concerns:</b>

Number FTE this year		Total FTE days this year	
Attendance % this year (figure)		<b>Attendance print out attached</b>	

**12 week placement:**

<b>Start date:</b>	<b>Review meeting date 1:</b>	<b>Review meeting date 2 (optional):</b>	<b>Final review date:</b>

<b>Role</b>	<b>Print Name</b>	<b>Signature</b>	<b>Date</b>
Receiving school link worker			
Home school link worker			
Parent/Carer			
Student			

Managed Move Review Meeting

<b>Review meeting 1 or 2 :</b>	
Date:	Time:
<b>Working well:</b>	<b>Concerns:</b>
<b>Targets to improve:</b>	



- 1)
- 2)
- 3)

**Names and signatures:**

Parent:

Home school link:

Student:

Receiving school link:

**Date and time of next meeting:**

Date of final review	Outcome	Date on roll at receiving school (if successful)
	Failed/Successful (please circle)	

Signed Current School:.....

Print:.....

Signed New School: (if successful) :.....

Print:.....

Signed parent:.....

Print:.....

***NB: If the MM is successful please ensure a copy of this form and a migration form is sent to [admissions@staffordshire.gov.uk](mailto:admissions@staffordshire.gov.uk)***