



HASH MANAGED MOVE and INCLUSION POLICY

1. Purpose

The purpose of this Policy is:

- To prevent permanent exclusion through the use of Managed Moves
- To agree alternative school placements for students with a compassionate reason
- To ensure that students with one permanent exclusion, attending The Skills Hub, are placed in a second placement if considered ready
- To ensure equal distribution as far as possible of students with challenging behaviour across all schools
- To ensure that moves between participating schools, with regard to students without a Statement of SEN, with behaviour issues or persistent absence, are dealt with through this Panel. This does not take away the right of schools to make local arrangements where agreed
- This Policy does not take away the right of a parent to apply for school places in the normal manner. Nor should schools refuse an application, if space is available, subject to the Admissions Code of Practice for schools in various categories

2. Philosophy and Obligations

As a group, HASH schools share a vision which commits our staff and governors to work together to improve behaviour, tackle persistent absence and improve outcomes for students with challenging behaviour and attendance across the Borough. The Managed Move Panel is a manifestation of this vision to make us more effective in providing mutual support between schools and so achieve the difficult task of including these students.

We agree not to pressure parents to remove their child from school under threat of permanent exclusion from school.

In order to reduce exclusions each school agrees to identify as early as possible the educational, personal development and welfare needs of students. Each school will then arrange additional support as appropriate.

We agree to identify, at an early stage, students who may benefit from a Managed Move.

Our agreed targets are to reduce the rate of Fixed Period and Permanent Exclusions, as well as reduce the rates of Persistent Absence on Compassionate Grounds.

All schools must participate for the placement of Permanent Exclusions; all schools are invited to participate in Managed Moves.

Use of the Managed Move system will be monitored for fairness and equality.

3. Overview of the System

In order to access alternative schools or placements, the following system will be operated:

- The referring school will submit the google form to the Managed Move Panel by the Friday preceding the Panel meeting
- The Panel will consist of 4 Secondary Head Teachers – Chair of MM; Chair of IYFA; Head of The Skills Hub; visiting Head and LA representatives. Pastoral leads may also accompany the visiting Head Teacher or attend in their place
- The meetings will take place at approximately three-weekly intervals
- Any parent wishing to instigate a change of school will need to consult with their own school's Head Teacher. It is entirely at the school's discretion whether or not they refer a student to the scheme
- An overview of the usage and success of the MM programme will be presented to HASH annually

4. Referrals

4a Managed moves - behaviour and compassionate

A google form must be completed for all managed moves, a copy should be kept on the student's file. For a behaviour managed move, the school must forward a copy of the PSP to ssmith@gmschool.org.uk. (**Appendix 2**)

Parent and student must sign the agreement form, this is then kept on the student file in the home school.

4b Managed moves Permanent Exclusion

Heads have an agreement that if The Skills Hub presents at the Panel, the student is ready to admit into mainstream provision and will be placed

This is initially on a 12 week dual roll placement with TSH.

Parental choice is not a consideration, other than faith placements which can be declined.

Parents have the legal right to apply for schools outside of this process and the LA have to inform them of this. However, we recommend to parents that they are placed via MMIP to support their child.

5. Options for the Panel

- Recommendation for 'Managed Move' to another mainstream school
- Non-placement at another mainstream school. See **Appendix 3 Common Reasons for Non-Placement**
- Return of referral paperwork to referring school for re-submission
- Recommendation of further time spent with TSH for student to become 'mainstream ready'

6. Outcomes

- Successful placement and student moves to new school roll after 12 weeks
- Student does not go on roll at the new school at 12 weeks due to failure of the transition process - they will return to the original referring school
- Any student can be returned to the referring school at any time in the process if the student commits an act that could, in the Head's opinion, have resulted in a Permanent or long term Fixed Period Exclusion

NB: No student can be taken off roll until the new provision has agreed to take them on roll and a date confirmed. In the meantime all students are dual rolled.

7. Transition Process

Once a school has been agreed at the Panel, all discussions regarding start dates, on roll dates etc. are held at the review meetings.

Notification of managed move placement is received by e-mail from the Panel.

The **receiving** school makes contact with the student's current school within 48 hours to arrange a transition meeting. The transition meeting should take place within 5 working days of this phone call.

The student's **current school** calls the parents to arrange for attendance at the meeting.

7a Transition Meeting

At the transition meeting the student's current school takes the following to the meeting:

- Copy of Managed Move application
- Most recent data including targets
- Student data including address, DOB, contact details, medical and SEND information
- Any risk to any member of the school community to be explicitly flagged

If this data is not brought to this meeting, the transition meeting cannot progress and must be reconvened within 3 school days with all the correct documentation.

Transition plan to be formulated and key mentor assigned for student at the receiving school.

7b Post Transition Meeting to 12 Week Review

Child to start within 10 school days of Transition meeting

Date set for review within 4-6 weeks

Review to be attended by parent and key pastoral staff from **both** schools.

Agree date for second review in 6-8 weeks' time

Final review at 12 weeks attended by parent and key pastoral staff from **both** schools.

- Agreement reached to take the student on roll, or
- Agreement made to extend the move, or
- Agreement made to terminate the move
- Formal notification of decision to be returned to the Managed Move Panel

7c Expectations

It is expected that the current school and receiving school will exchange regular updates about attendance, academic progress and behaviour.

Schools should aim to ensure a fresh start for students and, where possible, treat them as a casual admission to all but key staff.

Every effort should be made by the receiving school to support the incoming student before termination is considered. It is the prerogative of the receiving school to terminate if all efforts have been unsuccessful after a reasonable length of time has elapsed.

Termination of a move should not come as a surprise to either schools or parents/carers as an open dialogue will have given an indication that this is the possible/likely outcome.

8. Funding

Alternative schools will be allocated additional funding as follows:

- A proportion of the AWPU should transfer with the student - school to school, in agreement between the schools. The receiving school will initiate all transfers of money
- For the PRU, funding per student will be required from the referring school, to be agreed with the PRU Head teacher

APPENDICES

- 1) Parent agreement
- 2) Pastoral Support Programme incorporating Managed Move rationale and support strategies implemented
- 3) Common reasons for Non-Placement

Appendix 1

Parent Agreement

Parents are required to complete and sign this agreement. Failure to disclose any relevant information, or the withholding of information may result in the panel withdrawing the offer of a placement at any time.

Student name:

I/We agree to:	Tick
• Referral to the Managed Move & Inclusion Panel on compassionate grounds	
• The options that the school have discussed with me/us	
• Abide by the decision of the Panel, and understand that there is no right of appeal of the placements and decisions made	
I/We understand that:	
• Managed Moves are an informal arrangement between a group of Head Teachers, and that participation in the scheme by schools is voluntary	
• Our preference schools, or any new school may not be available due to other placements that have previously occurred	
• We are not permitted to only request one school and that any information indicating that only one particular school will be accepted will result in no placement being	
• A Managed Move is initially for 12 weeks and our child must remain on roll of the referring school until/if an agreement is made for the new school to accept him/her	
• The decision whether to place a student on roll at the host school is at the discretion of the Head Teacher of that school	
I/We confirm that:	
• We have not at any time declined a place at any of our preferred schools via casual/ waiting list admissions processes	
• We are not aware of any conflict between our child and any other students at our preferred schools	

I/We would like the following schools to be considered as preferences. ***Please note that where an application is made to an academy trust the trust will decide on the best place to educate the student within the trust.***

School 1:

School 2:

School 3:

- I/We would like the Panel to consider any other available School
- I/We do not want any other schools considered

I confirm that the above points have been discussed and agreed at a meeting arranged by my current school.

Parent signature:

Date:

Student Agreement

I have attended the meetings that have discussed the options available to me and I have agreed a move in order that I improve my attendance at school. I agree to try my best and take advantage of this fresh start.

Student signature:

Date:

Appendix 2

School Pastoral Support Programme – XXXXXXXXXXXX School

Student Name:	DOB:
Year and Form:	Date of Initial PSP meeting:
Name of school Pastoral Lead:	Email of school Pastoral Lead:
Safeguarding File Y/N	Name and email of DSL:

PSP Meetings	Dates	Student Attendance Figure
Initial Meeting		
Review 1		
Review 2		
Review 3		

Attendees:

Full Name	Position/Relationship to student	Attended Meeting 1	Attended Meeting 2	Attended Meeting 3

Fixed Term Exclusions

Date	Duration	Reason

Overview of concerns and discussions:
(Update at each review and clearly date the notes)

Views of parents/carers:

Views of student:

Student targets:

Revised student targets: Date:

Revised student targets: Date:

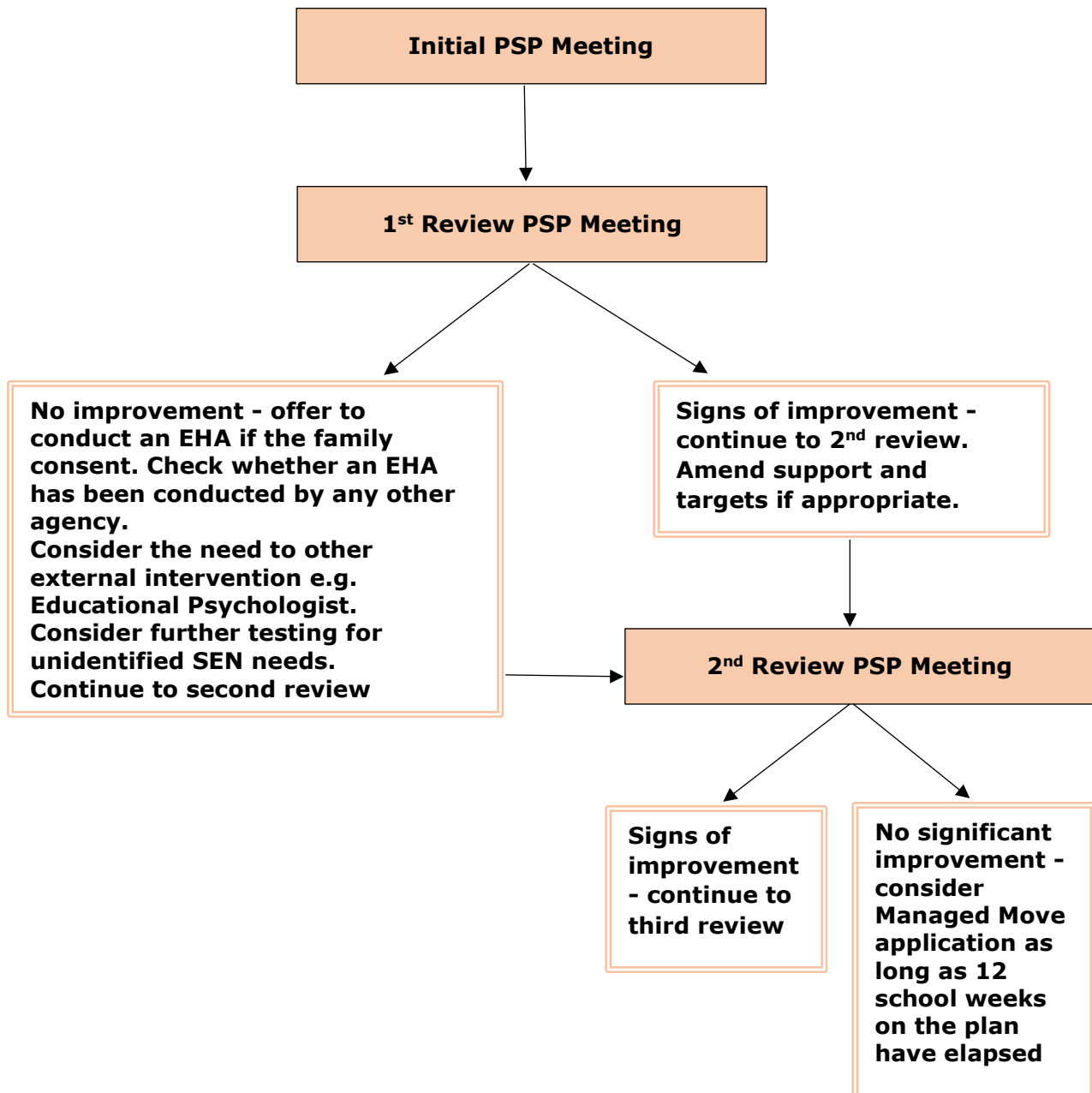
Revised student targets: Date:

Agreed Support by the school:

PSP notes

The programme should run for 12-14 weeks
Reviews should take place every 4-6 weeks

PSP Flow Chart



At any stage it may be necessary to consider an EHA if appropriate. It may also be felt by the school that a third review or fourth review is fair in order to embed targets and interventions. The programme provides this flexibility and Managed Moves may be made at a stage later than 12 weeks into the programme if deemed appropriate by the school.

At any time an emergency review can be convened by the school. This may follow a fixed term exclusion and may be the trigger point for a Managed Move to be discussed.

Schools should be mindful that PSPs should be given time to embed and for interventions to be effective before a Managed Move is considered.

Appendix 3

Common Reasons for Non-Placement

Managed Moves – Behaviour

Limited behavioural interventions

- No PSP
- No specialist behavioural involvement with a PSP – specialist can be with an internal professional or external agency
- Limited/no evidence that work has been undertaken by the referring school to modify a child's behaviour
- The panel believes that there is not a reasonable chance of success

Assessment of Health and Safety

- Student has had involvement with knives/weapons/drugs
- The Panel believes that moving the child is not in their best interests, e.g. mental health issues. However, each case is assessed individually

Logistics

- Parent has not indicated a choice of three schools
- The requested schools have already had a number of placements

Managed Moves – Compassionate

Parental preference to change schools

- Letter from GP: "Mrs X feels thatSchool is the only placement suitable for her son/daughter and I agree with her."
- Less than three schools are named - if bullying is that severe, any school would be better than the current one

Avoidance of sanctions, etc. by changing schools

- Parents refuse to engage with the host school to sort out an issue that has led to poor attendance
- If the Panel believes that moving the child is not in their best interests, e.g. mental health issues, LAC. However, each case is assessed individually

Logistics

- The requested schools have already had a number of placements

Finally

- No direct contact is made with parents – all communications via the referring school
- Very occasionally, the new school will highlight an unknown issue which, if known, would have resulted in not placing at that school.