



Hillingdon  
Association of  
Secondary  
Head Teachers

## **A Guide to Managed Moves for Parents and Carers**

This guide is for parents and carers whose school may have recommended a Managed Move, or who may themselves have requested a Managed Move for their child. This leaflet provides answers to some of the most common questions asked about the process.

### **What are Managed Moves?**

A Managed Move is an opportunity for a student to have a trial at a new school, whilst still retaining their place at their current school. Most of the secondary schools and academies in Hillingdon have signed up to refer and receive students for Managed Moves.

### **Who is responsible for decisions relating to Managed Moves?**

Managed Moves are overseen by the Managed Move and Inclusion Panel (MMIP). This panel is a multidisciplinary panel made up of colleagues from the London Borough of Hillingdon and schools in the borough. The Panel is chaired by one of the Head Teachers of a Hillingdon Secondary School and there is also an additional 'visiting' Head Teacher at each meeting. Other colleagues include the Head of the Behaviour & Attendance Team, the manager of the Hillingdon Tuition Service and colleagues from the Targeted Youth Support Service.

The panel meets approximately every four weeks during term time.

### **What kinds of Managed Moves are there?**

There are two types of Managed Move:

#### **A) Behaviour**

A Managed Move that is undertaken for behaviour is a chance for a student to have a 'fresh start' at another school. The referring school has to be able to demonstrate that all avenues of support and attempts to modify behaviour have been tried. This includes the use of other agencies, such as the Behaviour Support Team, the setting up of a Pastoral Support Programme and a review of that programme before an application for a Managed Move will be considered by the Panel

#### **B) Compassionate**

A Managed Move for compassionate reasons can be requested if a student is having significant difficulties in attending school for a number of reasons. The referring school has to be able to demonstrate that it has worked closely with parents and carers to try to resolve issues before they impact on a child's attendance and emotional well-being. In addition, the referring school needs to be able to provide evidence that a student's attendance has been adversely affected (normally 20 periods of absence prior to the referral being made). Medical evidence can be accepted, but this needs to be directly related to the issues that are impacting on a child's well-being. A GP's letter, that re-states a parent's belief that a different school will be of benefit would not be accepted, but a referral to a counsellor, or CAMHS would be accepted. Equally, a medical condition in itself does not meet the criteria for a Managed Move.

It must be noted that the Managed Move Panel is not an avenue for parents to bypass waiting lists for other schools and a parent or carer's dissatisfaction with their child's current school is not in itself a reason that would be accepted by the Panel as qualifying for a compassionate Managed Move. Reasons for a compassionate Managed Move may include evidenced and unsolved bullying.

### **Do I lose my child's place at their current school?**

No – all students who are accepted for a managed move remain on the roll of their current school.

### **How long is a Managed Move for?**

A Managed Move lasts for up to 12 weeks. During that time the 'host' or receiving school reserve the right not to accept the student on roll at the end of the 12 weeks. A Managed Move can also be cancelled at any time if, the receiving school is of the opinion that the child who is on placement acts in a way that is contrary to their school behaviour policy and engages in behaviour that would normally result in sanctions being applied.

At the end of a successful 12 week placement, a decision is made whether or not the receiving school will accept the visiting student onto their roll. If accepted onto the roll of the new school, the student is then removed from the roll of their original school and becomes a full time member of the new school.

### **Can I choose the school that my child goes to when on a Managed Move?**

No – but you can request that up to three schools are considered as your preferences. It is not always possible for parental requests to be met – a school may have already taken a child in the previous term, for example. Parents need to be aware that if all three school preferences are not listed on the preference form, then the panel may elect not to place the student at all or may place at a non-preferred school – remember, the Panel does not allow parents to bypass waiting lists. If parents are adamant that they will only consider a particular school, then they will be advised to apply for a place at that school using the normal In – Year Admissions Process.

### **Can I insist that my child's school applies for a Managed Move?**

Parents and carers may ask their child's school to apply for a Managed Move, against the advice of the school, but the panel will only consider placements that meet the criteria. All Head Teachers have been informed of the criteria that are required for a successful application and will make sure that parents and carers are made aware of the parameters. The criteria are also listed on the application forms. If you would like further information then please contact your child's current school. You can also contact the London Borough of Hillingdon at 01895 250858