



North West Area Inclusion Partnership Protocol and Guidance for Managed Moves and Inclusion Sub group

Schools within North West Leeds have agreed to make greater use of managed moves between one another. This process can help to prevent a child or young person from being permanently excluded. It is widely anticipated that the outcome of the exclusion trail will see schools being prevented from making any permanent exclusions.

With this in mind a Protocol and guidance document has been agreed that will ensure that these managed moves are equitably shared across schools and that appropriate support is given to pupils and parents. As well as utilising its own local area provision to support this group of pupils. In the future the AIP will be able to commission its own alternative provision.

To support pupils with additional needs the North West AIP currently has a number of localised provisions working across key stages 1 – 3. We will continue to work with colleagues within targeted and universal services to help shape this and any future provision and support.

Fair Access Panel (FAP) and Inclusion Sub group (ISG)

The North West FAP and ISG meet on a monthly basis throughout the academic year with regular attendance of core members from North West schools and relevant agencies.

Standing agenda items include exclusions data, managed moves and allocation of PRU places. The Chair of the group reports on developments both of a preventative and case work management nature and issues arising from the wider contextual development of the AIP.

Termly reports on PRU places and the NW KS3 Provision will be tabled for information.



The HOME school's nominated representative consults with the parent/carers and the pupil about a possible transfer to another school. If the corporate parent is the local authority the 'Virtual Team' responsible for Children Looked After and whoever has parental responsibility of the child need to be consulted. Please also note that a Child Looked After cannot be moved to a school that isn't 'Good' or 'Outstanding'

If the parent/carers are willing to consider a managed move, **(for Primary schools)** the HOME school Headteacher along with the support of the AIP contacts the proposed HOST school's Headteacher.

(For Secondary schools) The managed move will be discussed and/or recorded at the Secondary Inclusion Subgroup meeting.

The HOST school's nominated representative arranges an interview with the pupil and parent/carers. Details of the managed move are discussed including relevant background information, support plans and curriculum. The AIP may also be contacted for additional support and advice.

Parents/carer and pupil agree to transfer for a trail period of half a term

Signed copies of any Managed Move parent/carer and Pupil Agreement forms are attached to the Managed Move Support Plan and (if required) supplied to your local Area Inclusion Partnership. This could be 2 AIPs if the HOST school is in a different wedge or local authority.

Towards the end of the trail period a review meeting is held and a decision is made to enrol the pupil(s) at the HOST school or return them to the HOME school. Extensions are only appropriate in unusual circumstances such as long-term absences through illness and/or difficulties with the young person settling into their new school environment. If this occurs the local Area Inclusion Partnership should be made aware as additional support or advice maybe forthcoming.

Break down of Managed move

In instances of extreme or unacceptable behaviour the HOST school may judge that the trail period should end before the expected end date. The HOST school's nominated representative should:

- Consult with the HOME school nominated representative
- Confirm the decision to terminate the trail period to parent/carer
- Nominated representative should specify the date for the pupil's return to their HOME school.
- Discuss the reasons for the breakdown and subsequent decision with the young person
- Keep a record of communication i.e. e-mail, letter
- Inform your local Area Inclusion partnership



Managed Move Guidance

Introduction and General Principles

There are circumstances in which it is appropriate to arrange a transfer of a pupil to another school.

Managed moves are one of a number of strategies used to help support young people within our city. If coordinated and supported within an agreed structure a Managed move can be a beneficial strategy to all parties concerned and can help to reduce conflict and/or exclusions.

When is a managed move appropriate?

- To prevent serious behaviour incidents that could lead to lengthy exclusions
- Where there is a history of deteriorating behaviour. This can be identified by analysing behaviour trends and exclusion data for specific young people.
- Conflict and serious tension between peers and/or young person to staff which would be resolved if a new school was to be found
- A range of preventative strategies have been tried with little to no improvement (this can be tracked over a period of at least two terms).
- Multi agency panels recommend that a Managed Move would help to alleviate the issue(s) i.e. C.A.F.
- An alternative to permanent exclusion after a 'serious one-off' incident which is most unlikely to reoccur.
- As an exit strategy from one of our localised or central learning provisions i.e. Orchard, Learn 2 Learn, Oakwood LSC, NW KS3 or Key Stage 3 & 4 PRU.

Parents/carers agreement

- Managed moves should not be considered without a discussion and agreement with the pupil's parent/carer.
- A formal agreement with parents/carers should be obtained. Thereafter the '*NW Managed Move Proposal form*' should be used in a meeting with all stakeholders. The document clearly marks out the process, timeframes and commitment of the parent/carer/school and young person. The form and discussion therein helps to ensure the process is as seamless as possible.

Pupil agreement

- The views of the pupil should be considered which will help in making the move successful.
- The pupil should sign the agreement and any targets that will need to be adhered to whilst on trial.

North West Area Inclusion Partnership Role

- **For Secondary Schools** wherever possible the NW AIP should be informed of all managed moves **via** the Inclusion sub group. The group currently meets on a monthly basis.
- NW AIP is available to offer support and advice to schools. In some circumstances this advice will be extended to the parent/carer. Their role will be to support the school(s) with this process.
- The NW AIP will maintain a record of all managed moves from a North West schools and will advise on successful strategies.
- The NW AIP wherever possible will attempt to ensure that timeframes are adhered to and were possible additional support maybe provided.
- The NW AIP will keep a record of the number of managed moves for partnership purposes.
- Reports on their successes or breakdowns will be made available towards the end of each academic year.



Overall responsibility

- Agreeing the formal arrangements for a managed move is the joint responsibilities of the HOME and HOST school.
- Where a managed move was used to prevent a permanent exclusion and the managed move has broken down. A trial period of half a term should be considered in the HOME school before any possible next steps (see AIP Flowchart & STEPs Intervention doc for guidance). This however depends on the severity of the breakdown and the relationship between all parties.

- Young person is to remain on the role of the HOME school until after the period of the managed move has been concluded.
- The HOME school should inform any external agency of the managed move whilst also ensuring that the details are included in any supporting processes i.e. CAF, YOS.
- On successful completion of a managed move the young person's personal documents should be transferred to the HOST school within 3 working days i.e. Academic records, IEP, BSP, Attendance and CAF details.



Managed Move, PRU places and NW KS3 Provision

Where a managed move is required to prevent a permanent exclusion the NW KS3 provision maybe used to facilitate this process. Were this occurs the HOME school may utilise one of their NW KS3 places to support the transition to the HOST school. Prior to this North West schools will be allocated 20 places at the NW KS3 provision with 2 places being reserved for 'Emergencies'. If school X permanently excludes a child they will lose a place at the KS3 provision and the receiving NW school will be allocated an additional place.

The financial penalty (issued for each permanent exclusion) will be retained by the AIP and allocated to the Intervention fund. The funds will be used to help broker additional support for the specific young person in question. Or where this is not required the funds will be used to support other 'emergency cases' i.e. those attending NW KS3 provision who may require an additional bespoke package of support.

If a young person moves address and as a result require a place within a North West school via FAP. The initial discussion will take place with Admissions. Thereafter a discussion may take place between the respective AIP representatives. If it is deemed that the young person requires additional support i.e. alternative provision etc. The requested school should indicate approximate costs and articulate their needs to the AIP Director. This will be discussed at the next available FAP meeting with a subsidy to support the integration being discussed at the Inclusion Sub group.

Allocation of Places at KS3 provision

The Inclusion sub group will be the initial point of contact for discussing places at the KS3 provision. School staff will have assessed amongst themselves which young person(s) they would like to refer. Based on an understanding of the criteria and objectives of the provision an approach to the AIP Director will be made. The case will be discussed at the following Inclusion Sub Group. The referral for gaining access to the NW KS3 provision can be retrieved via the NW AIP website (AIP Level 2 Intervention – see Flowchart).

Allocated school places

Initially 20 places will be allocated for North West schools with 2 of those places reserved for emergencies. Emergencies places will be discussed as and when appropriate.

8 places will be allocated to Outer North West schools; Otley Prince Henrys, St Mary's Menston, Benton Park, Guiseley & Horsforth Secondary School.

10 places will be allocated to Inner North West schools Abbey Grange, City Of Leeds, Lawnswood and Ralph Thoresby Secondary School. Based on need some flexibility may be applied however the decision will be made by the partnership.

Possible placement length:

18 - 20 places offered on a 1 term (initial) basis with a phased integration to the HOME or HOST school. Minimum placement offer will be 3 days over 12 weeks.

*2 emergency places offered on a flexible programme i.e. up to and possibly beyond 12 weeks

Sixth day cover

Until suitable arrangements are found sixth day cover arrangements will continue to be discussed amongst school representatives within the North West. The A.I.P Director or Inclusion Manager can broker cover on behalf of the requesting school for a finite period. Should capacity allow sixth day cover could be sourced at the NW KS3 however we would prefer to keep the two separate.

PRU places

The requesting of places at the Key stage 3 or 4 PRU (in its current 2014/15 position) will be discussed with an AIP representative. Should demand for places outweigh availability, the prioritising of these places will be discussed within the ISG meeting. In addition partners will also be informed of young people due for integration from PRU's at the preceding ISG meeting.

**Emergency place could be 'one off' extreme incidents with NW KS3 being used to support a managed move*



NW Secondary Inclusion Sub group Draft standing agenda

- 1. Welcome and Introductions**
- 2. Reporting of new Managed Moves since we last met**
- 3. Requests for Managed Moves**
- 4. Referrals for NW KS3 Provision**
- 5. Emergency NW KS3 places**

- 6. KS3 & 4 PRU requests and prioritising**
- 7. Request for funding – Intervention Fund**
- 8. Exclusions data**
- 9. AOB**



Secondary Inclusion sub group

Purpose of the panel

- To prioritise the allocation of places in the;
KS3 or 4 PRU
NW KS3 Provision
- To identify and confirm exit strategies from the above centres to HOME or HOST school
- To record and (where applicable) discuss Managed Moves
- To confirm support arrangements for schools accessing the Intervention fund
- To provide a brief update on the number of NW student attending PRU and NW KS3 provision
- To discuss matters relevant to the North West
- Where applicable or requested to invite external partners to provide updates that may well benefit schools, children and young people therein.
- Distribute exclusion data

AIP Director or Inclusion Manager will chair the meetings