

Redbridge

Fair Access Protocol

2021-2022

with proposed amendments highlighted

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Section One

Introduction

1.1 The Redbridge Fair Access Protocol

- a. This protocol aims to ensure an equitable distribution and prompt means of allocating school places for pupils who have been permanently excluded, are transferring school as a result of a managed move or belong to the exceptional 'hard to place' and vulnerable group of pupils.

1.2 Key points

1. The policy takes into account the School Admissions Code 2014 that came into force in December 2014 and requires all Local Authorities to develop an in-year Fair Access Protocol agreed with the majority of schools in its area to ensure that outside of the normal admissions round, unplaced children, especially the most vulnerable, are offered a place at the most suitable provision as quickly as possible.
2. In agreeing a protocol, the local authority must ensure that no school, including those with available places, is asked to take a disproportionate number of children who have been excluded from other schools, or who have challenging behaviours. To this end, in the London Borough of Redbridge, a record of all such admissions generates weighting, allocated by the local authority. This is used to equally and fairly distribute these pupils amongst schools.
3. All admission authorities must participate in their local area's protocol.
4. The Fair Access Protocol applies to admissions which take place outside the normal admissions round and is triggered when a parent of an eligible child has not secured a place under in-year admission procedures.
5. In accordance with the School Admissions Code paragraph 3.11 there is no duty to comply with parental preference when allocating places through the Fair Access Protocol.
6. In Redbridge, no own admission authority school may opt out from participation in this protocol which ensures all children, particularly the most vulnerable, are admitted to a suitable school as quickly as possible.
7. In accordance with the School Admissions Code paragraph 3.12, the Fair Access Protocol also applies to cases where a governing body does not wish to admit a child with challenging behaviour outside the normal admissions round, even though places are available. This would normally only be

appropriate where a school has a particularly high proportion of children with challenging behaviour or previously excluded children.

- a. If the governing body of a maintained school or an academy does not wish to accept an in-year admission on the grounds of the child having challenging behaviour, they need to write to the Operational Director, Education and Inclusion or a senior Local Authority Officer outlining the reasons with their case within seven calendar days of receiving the request to admit through the School Admissions Module (SAM). This provision will not apply to a looked after child, a previously looked after child or a child with a statement of special educational needs/Education Health and Care Plan (EHCP) naming the school in question, as these children **must** be admitted.
- b. A community school cannot refuse to admit a pupil offered a place by its admission authority, the Local Authority. The weighting systems will avoid these schools taking more than their fair share of fair access placements.
- c. The Fair Access Protocol applies to all pupils resident in the London Borough of Redbridge. Pupils resident in other boroughs will be covered by their home Local Authority protocols.

Section Two

The Redbridge Context and the Fair Access Protocol

Redbridge schools are successful and popular.

The majority of schools are full in many year groups and there is a constant pressure for school places across the borough.

There is considerable mobility in the population and the LA and schools are under increasing pressure to respond to the demands for increased places.

Redbridge is addressing this pressure by increasing capacity through a number of initiatives including the opening of new temporary classes in existing primary and secondary schools, permanent expansions of existing schools, the addition of new schools, and the extension of the age range of two secondary schools to include primary aged pupils.

2.1 Admission criteria and arrangements made within Redbridge to admit over number

Usually, all children must be admitted in accordance with the agreed oversubscription criteria for the school for which they are being considered.

In the case of community schools, Redbridge is the admission authority and determines the oversubscription criteria.

For own admission schools it is the governing body or trust that is responsible for determining the oversubscription criteria.

When an application is received, if a vacancy is available, the child can only be refused admission in a limited number of exceptional circumstances (School Admissions Code paragraphs 2.7 to 2.9 and 3.12):

*2.7 Admission authorities **must** allocate places on the basis of their determined admission arrangements only, and a decision to offer or refuse admission **must not** be made by one individual in an admission authority. Where the school is its own admission authority the whole governing body, or an admissions committee established by the governing body, **must** make such decisions.*

*2.9 Admission authorities **must not** refuse to admit a child solely because:*

- a) They have applied later than other applicants;*
- b) They are not of the faith of the school in the case of a school designated with a religious character;*
- c) They followed a different curriculum at their previous school;*
- d) Information has not been received from their previous school; or*
- e) they have missed entrance tests for selective places.*

*3.12 Where a governing body does not wish to admit a child with challenging behaviour outside the normal admissions round, even though places are available, it **must** refer the case to the local authority for action under the Fair Access Protocol. This will normally only be appropriate where a school has a particularly high proportion of children with challenging behaviour or previously excluded children. The use of this provision will depend on local circumstances and **must** be described in the local authority's Fair Access Protocol. This provision will not apply to a looked after child, a previously looked after child or a child with a statement of special educational needs or Education Health and Care Plan naming the school in question, as these children **must** be admitted.*

If a school is full to its agreed admission number and there are places in other schools, admission will be refused and a child's name can be added to a waiting list and, as vacancies arise, places will be allocated from these lists in accordance with the oversubscription criteria.

Parents have a statutory right to appeal against the refusal to admit; the independent appeal panels can over-rule the admission authority's decision and require the child to be admitted over the admission number.

In Redbridge there are frequent occasions when **all** schools are full in a particular year group and there is no vacant place to offer to a child who requires placement.

These children will be considered under the Over-allocation policy which is part of the Fair Access Protocol.

2.2 Over-allocation policy

To ensure every child's educational needs are met, an over-allocation policy is agreed that allocates the child to the nearest, least oversubscribed as follows:

Primary Schools

For in-year admissions, where no school place is available at a suitable maintained school within a reasonable travelling distance of a child's home, a place will be offered at the school which is least oversubscribed, taking the usual class size as 30 pupils. If there is more than one such school, a place will be offered at the nearest school to the child's home.

The following notes apply:

- i. A school is full in the appropriate age group, if the number of pupils is equal to or greater than the admission number for that age group, as determined by the authority.
- ii. For these purposes a place is available to a child if the child is a registered pupil at a school and is entitled to remain on the school register; or if the child has been offered a place at a school and that offer has not been withdrawn; or if the child would be offered a place at that school if the parents sought such a place.
- iii. 'Reasonable travelling distance' means:

Distance (Note: All distances by the safest walking route)	How journey can be reasonably achieved
Up to 2 miles if below the age of 8	By walking
Up to 3 miles if aged over 8 and under 11	By walking
Over 2 miles and up to 5 miles if below the age of 8	By 1 or 2 bus/tube/rail journeys
Over 3 miles and up to 5 miles if aged over 8 and under 11	By 1 or 2 bus/tube/rail journeys

- iv. Where possible, consideration will be given to placing siblings at the same school or a school near where their sibling has been placed or over-allocate them to the same school.

Secondary Schools –

Where no school place is available at a suitable maintained school within a reasonable travelling distance of the child's home, a place will be offered at the school that is least oversubscribed. The oversubscription will take account of the percentage by which each original admission number is exceeded. If there is more than one such school, a place will be offered at the nearest school to the child's home.

The following notes apply:

- i. A school is full in the appropriate age group, if the number of pupils is equal to or greater than the admission number for that age group, as determined by the authority.
- ii. For these purposes a place is available to a child if the child is a registered pupil at a school and is entitled to remain on the school register; or if the child has been offered a place at a school and that offer has not been withdrawn; or if the child would be offered a place at that school if the parents sought such a place.
- iii. 'Reasonable travelling distance' means:

Distance (Note: All distances by the safest walking route)	How journey can be reasonably achieved
Up to 3 miles	By walking
Over 3 miles and up to 6 miles	By 1 or 2 bus/tube/rail journeys
Over 2 miles and up to 15 miles and is the nearest school preferred on the grounds of religion or belief	By 1 or 2 bus/tube/BR journeys

- iv. Where possible, consideration will be given to placing siblings at the same school or a school near where their sibling has been placed or over-allocate them to the same school.

Through this over-allocation policy the majority of in-year applicants are allocated a secondary school place. Requests to admit will be made through allocation on SAM. If a child is not admitted by an own admission authority school, admission will be directed.

Where over-allocation is necessary to Year 11, this may only take place until the autumn half term (effectively 31 October). After 31 October, Year 11 admissions may be made to the alternative provision provided by the Council for children arriving in the borough.

2.3 Pupils with Special Educational Needs and Placement

Pupils with special educational needs but without statements/EHCPs must be treated in at least the same way as all other applicants, but protocols must include arrangements for ensuring that, where there is prior need for particular support or for reasonable adjustments to be made for pupils with special educational needs or disabilities, such pupils are placed quickly. Pupils with statements of special educational needs/EHCPs that name a school and who arrive outside the normal admission round must be admitted to the school, even if the school is full.

2.4 Children Looked After and Placement

Where a local authority requests an admission authority to admit a child in care, the governing body should admit the child to the school at any specified time during the year, if there are places available. If necessary, the local authority will direct admission and the governing body must admit unless the Schools Adjudicator or, in the case of Academies the Secretary of State, upholds an appeal from the admission authority within the statutory deadline.

2.5 Hard to Place/Vulnerable groups and Placement through the Redbridge Inclusion Panel

Some children have additional personal circumstances that would cause them to be classified as “vulnerable” or hard to place. Information on these circumstances is rarely provided to the School Admissions Service and they are normally placed in schools under the standard admission arrangements.

These applicants will continue to be considered through the over-allocation policy but information on the numbers thus allocated to participating schools will be considered as a factor in the weighting system, which is maintained by the

Redbridge Inclusion Panel. The point of the weighting system is to share more vulnerable pupils amongst all schools.

In some instances, those schools allocated higher numbers of over-allocation policy children are those already experiencing higher mobility and the ensuing pressures will be recognised by the Redbridge Inclusion Panel in the placement of young people out of EOTAS via weighting allocation. The mechanism for the placing of pupils who are not ready for mainstream schooling is the Redbridge Inclusion Panel, which places pupils in alternative provision when appropriate.

The following are the 10 categories of vulnerable or hard to place pupils:

1. Children from the criminal justice system or Pupil Referral Units (PRUs) who need to be reintegrated back into mainstream.
2. Children who have been out of education for two months or more.
3. Children of Gypsies, Roma, Travellers, Refugees and asylum seekers.
4. Homeless children.
5. Children with unsupportive family backgrounds where a place has not been sought.
6. Children who are carers.
7. Children with special educational needs, disabilities or medical conditions (but without a statement).
8. Children of Service personnel.
9. Crown servants' children.
10. Children who have moved into Redbridge but cannot get a school place as no vacancies are available.

Section Three

Principles - how the Fair Access Protocol operates in relation to hard to place or vulnerable groups

All schools must participate in the Fair Access Protocol in order to play their role in the equal distribution of vulnerable children. Any new admission authorities will be expected to play a full part in the partnership.

The protocol will be managed in an open and fair way. To this end, data about exclusions, managed moves between schools and the over-allocation policy will be shared with all schools on a monthly basis at the Redbridge Inclusion Panel and included in a weighting chart.

Schools will be expected to respond promptly and within 10 school days to any request for admission under the Fair Access Protocol so there is no undue delay.

The Head teacher, and governors of schools which are their own admission authorities, are asked to agree a procedure where the Head teacher, in consultation with the Chair of Governors, is empowered to make immediate decisions about a placement under the Fair Access Protocol.

In situations where a Fair Access Protocol placement cannot be agreed with a governing body, Redbridge will follow the guidance on powers of direction in the School Admissions Code paragraphs 3.16 to 3.22.

Section Four

What does the School Admission Service do in relation to the Fair Access Protocol?

1. Allocates in-year admissions using the over-allocation policy.
2. If the governing body of a school does not wish to admit a pupil due to behaviour issues, they need to provide a written case setting out their reasons and the number of challenging pupils in the year group for this to be assessed and potentially agreed by the Senior Management of Children's Services. The School Admissions Service will alert the Behaviour and Inclusion Team if a school's case has been agreed not to admit a vulnerable, hard to place pupil.
3. Provides data about over-allocation and pupil places in schools one week before each Redbridge Inclusion Panel meeting to the Behaviour and Inclusion team and to schools at the Redbridge Inclusion Panel meeting. This data is used so that accurate weighting can be allocated to each school on a monthly basis.

Section Five

What does the Behaviour and Inclusion Team do in relation to the Fair Access Protocol?

1. Ensures via the Redbridge Inclusion Panel that mainstream places are secured for all pupils on the hard to place/vulnerable list if there has been difficulty in placing these pupils in school via in-year admission procedures. This will involve working with the school to avoid the school being directed by the Local Authority or the Secretary of State (in the case of an academy).
2. Administers and runs the Redbridge Inclusion Panel (see Terms of reference in Appendix A) and carries out all related work.
3. Maintains and regularly updates the weighted list and ensures that hard to place and vulnerable pupils are equally and fairly shared by schools. It also distributes the updated list to schools on a monthly basis at Panel meeting.

Section Six

Monitoring

The Authority must provide an assessment of the operation of the Fair Access Protocol; its effectiveness; how well it worked and the numbers of children admitted to each school, in its annual report to the Schools Adjudicator.

The use of the Fair Access Protocol will be monitored termly and data will be provided to all Head teachers.

Appendix 1

Redbridge Inclusion Panel Terms of Reference

The role of the Redbridge Inclusion Panel

All referrals of pupils into EOTAS provision and those pupils on the hard to place/vulnerable list are made via the multi-agency Redbridge Inclusion Panel, which is run by the local authority. The meeting is chaired and vice chaired by two school representatives who are elected on an annual basis. The Head of Behaviour and Inclusion for the LA provides advice and administrative support to the Chair.

The panel will:

- Ensure a single point of entry for pupils into an EOTAS placement. Consequently, no pupil will be placed into any part of the EOTAS provision without first being referred to the Redbridge Inclusion Panel.
- Consider and identify the placement of pupils in EOTAS provision and give consideration to the following: the appropriateness of the referral, the anticipated timescale for the provision, the funding arrangement and multi-agency support required.
- Agree managed moves between schools
- Ensure that mainstream school places are secured in schools for hard to place pupils in EOTAS, who are resident in the London Borough of Redbridge and to administer the requirements of the Fair Access Protocol in relation to these pupils.
- Monitor the placement and reintegration of all pupils into mainstream schools through the use of managed moves between schools and supported managed moves between schools.
- Have an overview of case histories of pupils in EOTAS, the nature of and reasons for the allocated provision, the timeline of the programmes and their effectiveness in terms of the academic achievement and personal development of these pupils.
- Monitor funding arrangements
- Share data

Time scale

All placements agreed at panel meetings under the Fair Access Protocol and those placed into EOTAS provision will be implemented by Redbridge and schools within 10 school days from when the school receive the application.

Funding

Funding will be in accordance with the “Protocol for the Recovery of the Funding from Schools that Permanently Exclude and Charging Schools for Other Pupil Referral Placements” agreed by the Redbridge Schools’ Forum 07 February 2012 which is available on the Redbridge website at www.redbridge.gov.uk following the links under Schools Forum

Membership of the Panel

The panel consists of:

Chair: School Headteacher or representative

Deputy chair: School Headteacher or representative

Administrator: Head of Behaviour and Inclusion

Head of New Rush Hall Group

Head of Redbridge Alternative Provision & Home Tuition

Head of the Constance Bridgeman Centre

Head teachers or senior staff with delegated powers from all secondary schools in the London Borough of Redbridge

Team Leader for Secondary Admissions & Awards

Senior Team Manager – Special Educational Needs

Head of Virtual School for Looked After Children

Education Psychologist – EOTAS

Education Welfare Service Operational Manager

Vulnerable Children’s Officer

Service Manager Families Together

Youth Offending Service, Advanced YOS Worker

Specialist Practitioner (School Health)

Secondary Coordinator New Rush Hall Outreach Service

Police representative LBR, EA BCU Schools Team

The panel will meet 12 times per calendar year during term time for all referrals and other business. In addition, the panel may meet for up to a further 12 times per calendar year if hard to place/ vulnerable referrals are received. Dates for the main and supporting meetings will be set one year in advance.

The agenda and supporting papers will be securely sent out to all members electronically at least three working days ahead of the panel date.

The panel aims to achieve a consensus when making recommendations with the Chair reserving the right to make a final decision where a consensus is not reached.

Evaluation

- The success of managed moves and supported managed moves.
- Exclusion rates – in particular the exclusion of vulnerable groups.
- Numbers of pupils reintegrating into mainstream.
- Educational attainment and other outcomes for pupils both in EOTAS provision and following reintegration.
- Attendance at EOTAS provisions.

Appendix 2

Protocol and Guide for Managed Moves

Background

The concept of Managed Moves between schools first appeared in DfES Circular 10/99 as an intervention to be used as part of a pupil's Pastoral Support Programme, if appropriate, to reduce the risk of the pupil being permanently excluded.

Current government guidance **Exclusion from Maintained Schools, Academies and Pupil Referral Units 2012** advises school leaders that:

'A pupil can transfer to another school as part of a 'managed move' where this occurs with the consent of the parties involved, including the parents.'

Sir Alan Steer in his report Learning Behaviour: Lessons Learned. A review of behaviour standards and practices in our schools (DCSF 2009) described Managed Moves as:

"an appropriate strategy to promote the reduction in numbers of pupils being excluded in mainstream schools. This should be seen as a piece of preventative work to support pupils at risk of exclusion."

Schools are not required by the Department for Education to use Managed Moves. This document includes the LA's recommendation for the use of Managed Moves and outlines where schools can access support to implement and monitor them.

Definition:

A Managed Move is defined as a formal agreement between two schools, a pupil and his parents*. It allows a pupil at risk of exclusion to transfer to another school. The move requires the agreement of the pupil's parent, the Head teacher of the pupil's current school (the 'home' school), the Head teacher of the 'proposed' school, and can be supported by the Local Authority Behaviour and Inclusion Team in Redbridge.

With parental agreement, schools are able to make their own informal arrangements whereby a pupil experiences an agreed period of time in another school. School leaders will need to ensure that such provision is outlined in relevant school policies e.g. admissions, behaviour and attendance.

In such cases, during the agreed period, the 'proposed' school will need to keep a space available for any other school application that may be made. We recommend that any agreed period lasts no longer than 3 months.

* Parent is used throughout this document to represent parent/carer and social worker for any Child Looked After. He, his and him are used to represent he/she, his/her and him/her

Rationale:

A Managed Move is never an early or first response when a pupil is failing at school because of his behaviour. It is to be considered as part of a measured response in supporting the pupil's emotional, social and behavioural needs. It is likely to be a strategy considered in the later stages of a Pastoral Support Plan (PSP) where there is little or no evidence of success.

A Managed Move would **not** normally be appropriate when:

- A pupil has a history of persistent absence
- A parent is seeking a straightforward transfer to another school
- The pupil is not on a school roll
- The pupil would not return to the 'home' school if the placement is unsuccessful.

Occasionally, a Managed Move to another school is suggested as a solution to issues raised in the Common Assessment Framework (CAF) and would be appropriate if the following criteria are met.

- The pupil has previously been highlighted to the Local Authority Behaviour and Inclusion Team in Redbridge as being at risk of permanent exclusion.
- The 'home' school, family and the Behaviour and Inclusion Team in Redbridge share the view that the 'home' school has, at present exhausted all reasonable strategies to prevent a permanent exclusion.
- The school, family and the Local Authority School Behaviour and Inclusion Team in Redbridge share the view that the "proposed' school' is likely to be able to offer something sufficiently different to make the Managed Move viable. This may be the size/location of the school or a new peer group/teaching team/curriculum, depending on the particular issues at the 'home' school.
- There is a clear audit of the pupil's strengths and capabilities that can form the core of a transition plan in the 'proposed' school.
- The family is committed to supporting the process.

Head teachers should consider the use of Managed Moves in the context of the following:

- The school's behaviour and SEN policies which include a commitment to a range of responses to breaches of the school's behaviour policy e.g. Pastoral Support Plans (PSP) or equivalent and CAF if appropriate.
- Current government guidance *Exclusion from maintained schools, Academies and pupil referral units in England 2012*, which states that parents should never feel pressured into removing their pupil from a school under threat of a permanent exclusion.

Before setting up a Managed Move, school staff should ensure that they have followed the SEN Code of Practice so that the pupil has clearly identified behaviour needs e.g. IEP/IBP/PSP and that a range of strategies have been tried which involve outside agencies as appropriate e.g.

- Education Psychology
- Outreach Service
- Youth Service
- CAF
- Parenting support
- Youth Offending Service
- Parentline Plus
- Connexions
- Parenting contract

In a small number of cases, a crisis may precipitate unexpected and challenging behaviour, in such cases a Managed Move may supersede a PSP or IEP.

Managed Moves used as an alternative to permanent exclusion:

Occasionally a Head teacher will permanently exclude a pupil for a one off offence

- serious actual or threatened violence against another pupil or a member of staff
- sexual abuse or assault
- supplying an illegal drug

- carrying an offensive weapon

In such cases, the Head teacher may not have previously alerted the Behaviour and Inclusion Team in Redbridge about the pupil but in this case, the Head teacher has the option to withdraw the permanent exclusion in favour of a Managed Move. If the Managed Move subsequently fails, the Head teacher may decide that the pupil can return immediately to the 'home' school or that a fixed period exclusion is an appropriate response to the behaviour that led to the failed move.

Alternatively, the Head teacher may choose to state at the outset that the pupil will be permanently excluded from the 'home' school with immediate effect should the Managed Move fail. In such cases this will likely be discussed before any initial Managed Move meeting with the Behaviour and Inclusion Team and recorded on the agreement signed by both Head teachers and parents.

Managed Moves and SEN:

When a pupil has a statement or Educational Healthcare Plan (EHCP), and is at risk of exclusion, the 'home' school should follow statutory review procedures before a Managed Move is set up. Paragraph 9:44 of the SEN Code of Practice.

This is a statutory requirement and the appropriate changes in the statement will have to take place before any Managed Move can take place. The 'proposed' school must be able to provide suitable, full-time education, appropriate to the special educational needs as set out in the pupil's statement EHCP. Before approaching the Head teacher of another school, the 'home' school should liaise closely with parents, an education psychologist and the Behaviour and Inclusion Team to discuss how a Managed Move might work.

Any additional support identified through the pupil's statement EHCP will need to be transferred to the 'proposed' school from the 'home' school's SEN allocation. This should be agreed prior to the initial Managed Move meeting. Following a successful Managed Move, the pupil's statement EHCP will need to be amended to name the new school as the sole registered base.

Any Managed Move that is planned from a Special School must be discussed with the SEN casework officer as part of the initial discussion before any formal meeting is held.

Finance for Managed Moves:

Although it is flexible, and Head teachers can agree locally how to proceed, a suggested model for the financing of Managed Moves is as follows:

- An amount of funds is agreed, and issued by the 'home' school to the 'proposed' school for the Managed Move period. To assist, an Age Weighted Pupil Unit (AWPU) figure can be provided by Education Finance, for all year groups, as required
- If the Managed Move is unsuccessful at any stage, a proportionate amount of funds will be returned to the 'home' school.
- If the Managed Move is successful, then the 'home' school should forward any remaining funds received (from the date the pupil is taken off the 'home' school roll) for the pupil, for the respective academic year, to the 'proposed' school.
- NB: The Local Authority is unable to arrange the transfer of funds on behalf of schools. Financial arrangements should be confirmed and conducted by schools, if appropriate, following the initial and final Managed Move meetings.

The Process:

- All Managed Moves that are referred to the Redbridge Inclusion Panel (RIP) for consideration will be required to be sent to the Behaviour and Inclusion team, a **MINIMUM** of **2** weeks ahead of the scheduled monthly RIP meeting. (There will be a strict adherence to this timescale to allow for the necessary brokering process.)
- The Behaviour and Inclusion team (most likely the Chair of RIP), will check that all interested parties have agreed to the process, pick out the significant points from the referral documentation, and along with an understanding of the pupil, gained through a conversation with the 'home' school/Head teacher, will offer to broker solutions with other school/s who also submit referrals, in the first instance.
- If a school puts forward a pupil for a Managed Move, the 'home' school can expect to receive a pupil from another school in return, if not in an immediate exchange, certainly within 3 months.
- If, however, no viable alternatives are immediately available and/or there are no other referrals, then the Chair of the RIP will approach other schools/HT/governing bodies (in the case of own admission authority schools) who have not taken a Managed Move in a while and will liaise to broker a solution.
- All pupils involved in Managed Moves will remain on the roll of the 'home' school until the point where, following agreed processes, if successful, the pupil will transfer to the roll of the 'proposed' school.

- All Managed Moves referred, will therefore be logged by the Behaviour and Inclusion team, will be reported at RIP monthly meetings and included in the weighting data, which may impact upon FAP placements for all pupils in Redbridge.
- Any school/HT negotiating their own Managed Moves, **MUST** inform the Behaviour and Inclusion team of their intentions/actions by the **Friday of the week preceding the week of the RIP meeting** to allow for accuracy in the reporting of the monthly figures and weighting data. (No account will be made in FAP allocation for overlooked or late reporting)
- If schools wish to broker their own Managed Moves, the Head teacher of the 'home' school should contact the parents and if desired, the Redbridge Behaviour and Inclusion Team to agree the appropriateness of the Managed Move in the first instance. It is important at this stage that parents understand the process and their responsibilities.
- If there is agreement that a Managed Move is appropriate, the Head teacher of the 'home' school is then responsible for contacting the Head teacher of the 'proposed' school and brokering the move, following agreed processes.
- Any 'proposed' school can exceed their indicated admission number to accommodate a Managed Move.
- Once a 'proposed' school has agreed to the move in principle, we recommend that the Head teachers concerned discuss financial arrangements prior to the formal Managed Move meeting.

Before convening any Managed Move meeting, the 'home' school will have to gather information to inform the process. This should include:

Views of the pupil:

While it is expected that that pupil should attend some if not all of the Managed Move meeting and be encouraged to express views freely and honestly, it may be difficult to do this during a formal meeting. An adult who has a good rapport with the pupil should find out what he thinks about the current situation. It may be useful to have the parent or another adult not employed by the original school to help the pupil prepare a written statement or complete a questionnaire whenever possible.

Evidence of all previous interventions:

- Copies of IEPs/PSP reviews
- Behaviour log and consequences/analysis

- Evaluation of any strategies suggested by EPS, other agencies etc.
- Attendance record and support from EWS
- Looked After Pupil's Personal Education Plan
- Exclusion data
- KS4 – record of options
- Summary of support from any other relevant agencies supporting the pupil.

The key aspect of this evidence is the previous and current action on the part of the school to deal with the behaviour. The Managed Move will only make a difference if it can provide something extra or different to current provision.

Managed Move Meetings:

We recommend that the Head or Deputy Head teachers of both schools attend all Managed Move meetings. It may help for an additional key member of the school staff to attend to coordinate the support for the transfer.

The Managed Move meetings are usually held at the '**proposed**' school.

The 'home' school is responsible for inviting parents and appropriate outside agencies giving ample advanced notice. The 'home' school may also liaise with the 'proposed' school to invite professionals from other agencies e.g. EPS, EWS, Health, YOS, and Social Care who may be able to work with parents, the pupil and the school to enhance the success of the Managed Move.

Parents are a crucial part of the Managed Move process and the school should try to arrange a time when it is convenient for the parents to attend the meetings.

The 'proposed' school needs to:

- Provide a comfortable space with access to refreshment, opportunities for note taking and an information pack for the family about the new school and its expectations.
- Decide at what point the pupil concerned will attend the meeting: A secondary aged pupil is expected to attend for the entire meeting, a primary aged pupil might join the meeting after the adults have agreed the main elements of the support plan, and it may not be appropriate for a KS1 pupil to attend the Managed Move meeting at all. The pupil's parent or class teacher would need to talk to the pupil after the meeting.

The purpose of the Managed Move meeting is to:

- Share with all parties, a clear understanding of the reasons for the move and the factors that give everyone involved in the process, clear confidence that the move will be successful and the best outcome for the pupil and their family.
- Set targets (including attendance) for the pupil, outline the commitment of all involved and discuss how targets will be met.
- Define the time frame for the Managed Move, clearly outlining the processes that follow during, and at the end of the Managed Move, and set a review date.
- The 'proposed' school may also need to be prepared to commit to additional support from within the school's resources as required or appropriate.

After the initial Managed Move meeting and each review meeting, the Head teacher will need to make sure all relevant staff that did not attend the meeting, know about the commitments made.

A Managed Move normally runs for 12 school weeks to ensure the pupil has the opportunity to meet the targets consistently. A formal review is held at around 6 weeks. In exceptional circumstances the plan can be extended for a further 4 to 8 weeks. Such circumstances involve events beyond the control of the pupil that may reduce his chances of meeting the targets set for him e.g. family bereavement or major change in family or school circumstances.

Monitoring:

A member of the 'proposed' school staff will normally meet the pupil regularly to review his progress towards the Managed Move targets. This gives the pupil the chance to identify what has gone well and how to replicate success.

During the Managed Move, the 'proposed' school will also provide the 'home' school with a weekly record of the pupil's attendance, as the pupil will be dual registered.

The key people who attended the original meeting should be invited to the 6 week and to the 12 week review to examine progress and evaluate success.

During the 6 week review:

All commitments agreed at the initial meeting need to be reviewed.

School staff will share reports about the pupil's progress towards the targets. Any supporting agencies will report on the commitments they made.

Staff, parents and other professionals may make adjustments to their commitments if necessary. The targets set for the pupil usually stay the same for the 12 week period.

Focusing on solutions is the key to success. If the current provision does not meet the pupil's needs, further measures should be identified at the review to help him sustain his place in the 'proposed' school.

Occasionally, the targets set for the pupil at the initial meeting prove not to be relevant in the new setting but other issues can arise that threaten the success of the placement. In such cases, the 'proposed' school should liaise with the 'home' school, the parents, and the Behaviour and Inclusion team in Redbridge and set different targets. This can happen without the need for another meeting unless the 'proposed' school feel it is necessary.

At the 12 week review:

If a Managed Move is still in place by week 12, it is expected that the 'proposed' school will deem that it has been successful and the 12 week review is an opportunity to congratulate all concerned for making the move a positive one.

The pupil should be given credit for responding positively to the support offered. School staff may continue to support and monitor the pupil's behaviour, as in some cases, the pupil will continue to have challenging behaviour despite the progress they have made.

Keeping pupil registers:

During the Managed Move, the pupil remains on roll at the 'home' school and the 'proposed' school registers the pupil as D (dual registered)

On the day after the final review, if it has been agreed that the Managed Move has been successful, the pupil is solely registered at the 'proposed' school and taken off the roll of the 'home' school. The Behaviour and Inclusion Team will be able to advise further on the use of codes if necessary.

What if the Managed Move starts to break down?

If it appears that the Managed Move is failing between review periods, in the first instance, the 'proposed' school will need to call an **interim review** and meet with all parties present at the initial meeting to discuss options or the way forward.

If the Head teacher of the 'proposed' school feels that the Managed Move is not working, and wishes to end the agreement, he will need to contact the pupil's parents and the 'home' school, by phone if possible and by letter on the day of the decision, detailing the reason for termination. The Head teacher should also inform

the Behaviour and Inclusion Team in Redbridge who may be able to give advice as to the next steps for the pupil.

The 'proposed' school will also need to prepare a report for the 'home' school detailing the strategies/support that have been provided as well as the attendance log, thus assisting the 'home' school with their future plans for the pupil.

The 'proposed' school does not need to call a meeting when the Managed Move has broken down. At that point, the 'home' school becomes the focus for planning for the pupil.

The 'home' school will need to convene a meeting to agree an education plan for the pupil within 5 school days of the end of the Managed Move.

The Head teacher of the 'home' school will need to consider the reasons for the failure of the Managed Move and follow the exclusion guidance in respect of any days that the pupil is not permitted to attend school after the Managed move has ceased.

If the pupil has behaved in a way that warrants a fixed period exclusion at the 'proposed' school, the Head teacher of the 'proposed' school should liaise with the Head teacher of the 'home' school to discuss the continued viability of the Managed Move.

If the pupil behaves in a way that would normally warrant permanent exclusion at the 'proposed' school, the Head teacher of that school can decide to terminate the Managed Move. The Head teacher of the 'home' school can then consider the information provided by the 'proposed' school and consult with the Behaviour and Inclusion Team in Redbridge if appropriate, before deciding whether to exclude and if so, in what way.

The Role of the Local Authority:

Whether the Managed Move has been referred to the Redbridge Inclusion Panel (*see page 6 The Process*) or arranged by the schools themselves, there is no requirement for a member of the Behaviour and Inclusion team to attend any of the Managed Move meetings. However, if requested, an officer can be present.

Additionally, the Behaviour and Inclusion Team in Redbridge will:

- Inform the In-year Admissions Team of the Managed Move.
- Provide data on Managed Moves to inform the annual exclusions report. (For the purposes of reporting, a Managed Move is deemed to have been successful if the pupil is taken onto the roll of the new school.)

- Report the Managed Move data at the monthly meeting of the Redbridge Inclusion Panel.
- Consider the Managed Move data in respect of the Fair Access Protocol

Further advice and information can be obtained from:

Behaviour and Inclusion Team

BehaviourAndInclusion@redbridge.gov.uk