Appendix for Behaviour Policy:

Moving to another school:

Sometimes it is necessary for a pupil to be educated somewhere else. In our school we use three approaches.

1. Off-site Directions

This process is used where, despite intensive support, a pupil still needs support with their behaviour, which could be improved through being educated elsewhere. In these cases, we may decide that your child will be educated somewhere else for a limited period.

In this situation, a pupil could be educated at another school or alternative provision setting. This could also include a pupil splitting time between 2 different locations. We only use this process where it is the best way to support a pupil's behaviour. This arrangement is commonly known as "off-site direction".

If a pupil has an EHC plan, then we inform and involve the Local Authority who are told about an off-site direction placement.

2. Managed Moves

In some cases, we may all agree that it is best for a pupil to move to another school permanently. This can occur in the following circumstances:

a. It could be a joint decision that a permanent supported move would be in the pupil's best interests.
b. It could be a joint decision FOLLOWING an off-site direction placement (process 1 above). In this situation it is jointly decided it is best for the pupil to move to the placement school permanently, following an off-site direction placement. This is known as a managed move.

Managed moves are voluntary and have parent's and both school's agreement before they take place. Our school will explain to you clearly the case for the managed moves, with the consequences and benefits clearly outlined, but we will not pressure parents into agreeing to one. Wherever possible we will involve / inform the Local Authority.

A managed move only occurs when it is in the pupil's best interests and all parties, including the new school and parent, agree it would be best for your child to move to another school permanently.

We do not use a 'trial period' or 'trial admission' for managed moves, as a managed move is a permanent move to another school. Sometimes though, we do use a placement through off-site direction, as a first step, that then may later become a

permanent managed move (see Section 3, transition from off-site direction to managed move).

Where pupils have an EHC plan, we will contact the Local Authority prior to the move and if the Local Authority, both schools and parents are in agreement that there should be a managed move, the Local Authority will follow the process for changing an EHC plan.

Placements are supported by regular review meetings (every 4 weeks)

3. Combined approach: where off-site directions later become managed moves.

If during the period of off-site direction, it becomes clear that a permanent change would be better to support the pupil's needs, a managed move can be considered. This is how this transition may operate:

a. Review the placement: use the off-site direction placement review process to consider effectiveness of the provision.
b. Ensure parents, the pupil and both school representatives are part of that review and any decision making. Ensure that parents and schools are in agreement to convert to a managed move.
c. Plan the move. If a managed move is agreed upon, co-ordinate next steps and agree a date to ensure a smooth transition. Complete the direction off-site form. Complete usual admissions processes.

Note: It is essential to ensure that parents don't feel pressured into accepting a managed move, as this would be considered off rolling, which is unlawful.

Direction Off Site form

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 DCSF, LAs, schools, colleges, training establishments, health and welfare practitioners, prospective employers, Connexions and other organisations that may be nominated by the LA or School.

Receiving School/Provision:		
Headteacher :		
Home School:		
Headteacher:		
Person Completing this form: Name & Role		
Person Completing this form: contact details:	Tel:	Email:

BACKGROUND INFORMATION COMPLETED BY HOME SCHOOL							
Student Forename:			Student Surname:				
DOB:			UPN:				
Year Group:			Male/Female/Pronouns she/her he/him they/their (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)

Medical Information (if available) including hearing and vision. Please state if any medication prescribed.

Health Care Plan attached? Yes / No

SEN Code of Practice (please circle if applicable)		
SENDS	Yes / No	
EHCP	Yes / No	NB: If Yes LA must be informed
Most recent IEP to be attached		

Are there any current safeguarding concerns? Y/N
If yes, please give the name and contact details of the DSL at the Home School:
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): *Copies of all relevant reports would be useful.*

Date(s) of Pupil Planning meeting(s):	
Those attending PPM:	
Actions Following PPM:	

Number FTE this year		Total FTE days this year	
Attendance % this year (figure)		**Attendance print out attached**	

BACKGROUND INFORMATION COMPLETED BY HOME SCHOOL
Reason for the Direction Off Site:
Describe the student's strengths and strategies that work well:

What behaviours are causing concern (please list in order of severity)			
Type of Behaviour	**Low Frequency** (1 occurrence a week	**Medium Frequency** (3-4 occurrences a week	**High Frequency** (5 or more occurrences a week)
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐
Any known issues outside of the school and in the community? Contextual Safeguarding			

Direction off site, Multi Agency Planning Meeting	
Managed Move meeting: Date:	**Time:**
Present:	**Role:**
Pupil's strengths:	**Actions to build on strengths**
1. 2. 3.	1. 2. 3.
Concerns regarding Pupil:	**Actions to mitigate concerns:**
1. 2. 3.	1. 2. 3.
Names and signatures:	
Parent:	Home school link:
Student:	Receiving school / organisation link:

Direction Off Site Review meeting 1	
Review meeting 1 (4 weeks approx): Date: Time:	
Present:	**Roles:**
Working well:	**Concerns:**
Targets to improve: 1. 2. 3.	
Names and signatures:	
Parent:	Home school link:
Student:	Receiving school link:
Date and time of next meeting:	

Direction Off Site Review meeting 2	
Review meeting 2 (8 weeks approx): Date: Time:	
Present:	**Roles:**
Working well:	**Concerns:**

Targets to improve: 1. 2. 3.	
Names and signatures:	
Parent:	Home school link:
Student:	Receiving school link:
Date and time of next meeting:	

Direction Off Site Review meeting 3 (if needed)	
Review meeting 3 (12 weeks approx): *Date:* *Time:*	
Working well:	***Concerns:***
Targets to improve: *1.* *2.* *3.*	
Names and signatures:	
Parent:	*Home school link:*
Student:	*Receiving school link:*

Date and time of next meeting:	

Direction Off Site Final review meeting		
Date of final review	**Outcome**	**Date of return to home school (OR date of transfer to receiving school)**

Signed Current School:……..……..

Print:……Date:..……

Signed Receiving School: …..……...

Print:……Date:……..……

Signed Parent:……..……..

Print:……Date:……..….

NB: If the Direction Off Site is successful please ensure a copy of this form is sent to admissions (school-admissions@shropshire.gov.uk)

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 DCSF, LAs, schools, colleges, training establishments, health and welfare practitioners, prospective employers, Connexions and other organisations that may be nominated by the LA or School.

Proposed Receiving School:		
Headteacher :		
Home School:		
Headteacher:		
Person Completing this form: Name & Role		
Person Completing this form: contact details:	Tel:	Email:

BACKGROUND INFORMATION TO BE COMPLETED BBY HOME SCHOOL							
Student Forename:				Student Surname:			
DOB:				UPN:			
Year Group:				Male/Female/Pronouns she/her he/him they/their (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)

Medical Information (if available) including hearing and vision. Please state if any medication prescribed.

Health Care Plan attached? Yes / No

SEN Code of Practice (please circle if applicable)		
SENDS	Yes / No	
EHCP	Yes / No	NB: If Yes LA must be informed
Most recent IEP to be attached		
Are there any current safeguarding concerns? Y/N		

If yes, please give the name and contact details of the DSL at the Home School:
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): *Copies of all relevant reports would be useful.*

Dates of Pupil Planning meeting(s):	
Those attending PPM:	
Actions Following PPM:	

Number FTE this year		Total FTE days this year	
Attendance % this year (figure)		**Attendance print out attached**	

TO BE COMPLETED BY HOM,E SCHOOL IN ADVANCE OF MANAGED MOVE MEETING	
Name and role of home school link:	**Name and role of proposed school link:**
Reason for the managed move:	
Describe the student's strengths and strategies that work well:	

What behaviours are causing concern (please list in order of severity)			
Type of Behaviour	**Low Frequency** (1 occurrence a week	**Medium Frequency** (3-4 occurrences a week	**High Frequency** (5 or more occurrences a week)
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐

	☐	☐	☐
Any known issues outside of the school and in the community? Contextual Safeguarding			

Managed Move Multi Agency Meeting	
Managed Move meeting: Date:	**Time:**
Present:	**Role:**
Pupil's strengths:	**Actions to build on strengths**
1. 2. 3.	1. 2. 3.
Concerns regarding Pupil:	**Actions to mitigate concerns:**
1. 2. 3.	1. 2. 3.
Names and signatures:	
Parent:	Home school link:
Student:	Receiving school link:

Signed Current School:……..……..

Print:……Date:..……

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

Print:……Date:……..……

Signed Parent:……..……..

Print:……Date:…….