



**Surrey County
Council Directed
Off Site and
Managed Move
Protocol
November 2023**

Introduction

This protocol provides guidance for schools who are considering a Managed Move for a child of compulsory school age.

Current government guidance: [Suspension and permanent exclusion guidance September 2023 \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk) highlights that:-

*'A pupil at any type of school can also transfer to another school as part of a 'managed move' where this occurs with the consent of the parties involved, including the parents and the admission authority of the school. **However, the threat of exclusions must never be used to influence parents to remove their child from the school.***

Rationale

The Department for Education (DfE) Exclusion and Suspension guidance provides an explanation of the different off-site strategies Headteachers can implement. Paragraph 32 advises:

In addition to the strategies set out regarding initial intervention (this can be found on page 29 of the Behaviour in schools guidance), headteachers should also consider the following:

- a) an off-site direction (temporary measure that maintained schools and academies for similar purposes can use), or
- b) Managed Moves (permanent measure) as a preventative measure to exclusion.

DfE definitions

A managed move is used to initiate a process which leads to the transfer of a pupil to another mainstream school **permanently**. Managed moves should be voluntary and agreed with all parties involved, including the parents and the admission authority of the new school. Managed moves should only occur when it is in the pupil's best interests.

If a **temporary** move needs to occur to improve a pupil's behaviour, then offsite direction (as described in page 36 to 47 [Suspension and permanent exclusion guidance September 2023 \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk)), should be used.

Offsite Direction

S.29A of The Education Act 2002 states "The governing body of a maintained school in England may require any registered pupil to attend at any place outside the school premises for the purpose of receiving educational provision which is intended to improve the behaviour of the pupil."

Offsite direction could be implemented at another school, or through an external registered provider, the latter being an intervention place at a local Pupil Referral Unit.

The appropriate Surrey County Council template letter should be provided to parents explaining terms of directed off-site provision.

The nature of the intervention, its objectives, and the timeline to achieve these objectives should be clearly defined and agreed with the alternative provision, or other school upfront.

The placement should be kept under regular review, and parents/carers involved in that review. In addition, the coding should be administered correctly using dual registration.

Neither school can take child off roll without the agreement of the other.

To remove the child from roll, the pupil must meet off rolling criteria as outlined in 8 (1), The Education (Pupil Registration) (England) Regulations (2006).

The power in S.29A only applies to maintained schools, Academy schools do not have a specific power so must rely on their general powers, set out in their Trust's Articles of Association. The placement should be reviewed, and schools should make expectations clear.

If the placement breaks down, the pupil may return to the original school provided if all (including parents), agree.

This would be covered in 8 (1C), the Education (Pupil Registration) (England) Regulations (2006), however, Headteachers **must** be aware issues could arise if the child doesn't want to stop attending the host school.

If following the end of the offsite direction there is a decision to move to a permanent transfer, then both schools will need to ensure the appropriate off, and on rolling criteria is completed.

Where the two schools have agreed this process, they will have factored in the impact of potentially going over Pupil Allocated Number in a class group, and therefore, should the off-site direction prove to be successful and all parties agree and the permanent transfer is in the child's best interests, they should then permanently transfer without delay outside the normal admission round. Notifications of Off-site Directed Provision should be sent to managedmoves@surreycc.gov.uk

Context for a Managed Move

A Managed Move is a voluntary agreement and should be considered as part of a measured response to supporting a child's social, emotional, and behavioural needs.

A Managed Move is different to the power of a mainstream school to direct a pupil to offsite provision as it is a permanent arrangement. Schools should work collaboratively to give the Managed Move arrangements the best chance of success.

A Managed Move may be suitable in the following circumstances (not all have to apply):

- Where a pupil refuses to attend their current school
- Where a pupil has significant attendance issues
- Where a pupil is at risk of permanent exclusion from their current school (i.e., pupils posing a risk to the welfare of other pupils at the current school), ordinarily used in a one-off serious incident.
- Where the opportunity for a fresh start in a new school would be of benefit to the child
- Parents/carers are in full agreement and supportive of the process.

A Managed Move would NOT be appropriate in the following circumstances:

- Where a straightforward transfer to another school is being sought by the parents/carers
- The child is not on a school roll.

N.B. Unless under exceptional circumstances, multiple Managed Moves are to be avoided

Managed Move Process

- A Managed Move may be agreed between headteachers of any equivalent school, regardless of quadrant or county, however the distance should always be considered as high transport costs could be incurred.
- Prior to arranging a Managed Move, the headteacher of the home school should ensure that all reasonable steps have been taken to support the child's needs in school. This should include the involvement of external support agencies, where appropriate.
- The headteacher of the home school must ensure they have sought the views of the parents/carers and child to agree the appropriateness of a Managed Move.

- If the parents agree with a Managed Move, the headteacher of the home school is responsible for contacting the headteacher of the new school to request a Managed Move.
- Once the new school has agreed to the Managed Move, a meeting should be arranged at the new school including parents/carers, and the child.
- It may be appropriate for the existing headteacher to discuss funding arrangements before the start of the Managed Move with the new headteacher (Free School Meals, Pupil Premium, any existing Early Help Support).
- The headteacher of the original school should inform the Local Authority of the agreed Managed Move by emailing managed.moves@surreycc.gov.uk

Managed Move Break Down

To reiterate, a Managed Move is a **permanent** transfer, and therefore, the only reason a Managed Move student can be off rolled is if they are permanently excluded, or they meet off rolling criteria as outlined in Regulation 8 (1), The Education (Pupil Registration) (England) Regulations 2006.

The pupil's attendance must be coded as a single school registration either present or absent, and if absent, the relevant code should be used.

Local Authority's Responsibilities

The role of the Local Authority is to provide best practice advice and assist schools to liaise with relevant agencies. Effective information sharing is vital between schools and the Local Authority to ensure that all children of compulsory school age are safe and receiving a suitable education.

School's Responsibilities

Schools must inform Surrey County Council when a child is removed or added to their register by emailing managed.moves@surreycc.gov.uk of the outcome within 5 working days and upload the [Common Transfer File](#) via DfE secure access.

Please refer to School's Responsibilities in [Policy Guidance for Safeguarding Children Missing Education \(revised November 2017\)](#)

Children with EHCP's

For a child with an Education Health and Care Plan, the school will need to liaise with the child/young person's SEN Case Officer in the first instance; the Case Officer can provide advice and support regarding the process. As outlined in [Suspension and permanent exclusion guidance September 2023 \(publishing.service.gov.uk\)](#), page 22, clause 49.

Where a pupil has an EHC plan, the relevant statutory duties on the new school and Surrey County Council will apply. If the current school is contemplating a managed move, it should contact the authority prior to the managed move. If the Area SEND Team, both schools and parents agree that there should be a managed move, Surrey County Council will need to follow the statutory procedures for amending a plan.

Headteachers should also refer to the DfE's statutory guidance to safeguarding for schools and colleges, [Keeping children safe in education 2023 \(publishing.service.gov.uk\)](#)

Tel:
Email:
Date:



Directed off-site provision notification.

This form allows schools to communicate information to Surrey County Council when Directed off-site provision has been agreed between schools/parents, and should be sent to managed.moves@surreycc.gov.uk once agreed.

Child's name	
National Curriculum Year	
Date of Birth	
Alternative Provider/school	
Start date	

Reason For Directed off-site provision	
a. Where the student is accruing suspensions, and is at risk of permanent exclusion	
b. Where the pupil has a long history of challenging behaviour and is on a Pastoral Support Plan and/ or part of an Early Help Assessment	
c. Irreconcilable relationship breakdown between student and/or groups of students and school – agreed with parent, student, and school that a new school placement would be desirable	
d. Child has a history of serious unauthorised attendance problems within the past academic year, as assessed by the supporting Inclusion Officer	
e. Other reason, please state:	

Final considerations

1. Has the Headteacher explained the process fully to the parents, and all parties are aware of the contractual arrangements?
2. The child is only entitled to transport at the new school if they are eligible under standard criteria.

Signed:	
Date:	
Position held in school:	Headteacher of current school

Signed:	
Date:	
Position held in school:	Headteacher of new school/ Alt Provider

Signed:	
Date:	
Parent/Carer	

Policy signed off by	AD IAN
Date Policy signed off	01.02.2024
Date of Review	Sep 2025