

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](mailto: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 |