

Managed Move Policy



'Let your light shine!'

Reviewed and updated: July 2026

Ratified by Governors: 15.7.26

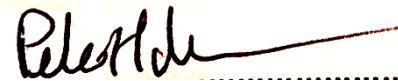
Next review: July 2027

Signed: ... 

Name: Laura Martin

(Executive Headteacher)

Date...15.7.26

Signed:..... 

Name: Peter Hilton

(Chair of Governors)

Date...15.7.26

1. Purpose

This policy sets out the principles and procedures for managed moves across the Federation and to other school settings to:

- Support pupils at risk of permanent exclusion
- Secure the best interests and educational outcomes of the pupil
- Ensure all decisions are lawful, reasonable, and procedurally fair

Managed moves are a preventative intervention and must not be used as an alternative to exclusion where threshold is met, nor as a mechanism for off-rolling.

2. Statutory and Regulatory Framework

This policy is informed by:

- [School suspensions and permanent exclusions \(DfE statutory guidance, updated May 2026\) \[gov.uk\]](#)
- Statutory guidance makes clear that exclusions, off-site direction and managed moves are recognised legal behaviour management tools
- Requirements relating to governing board duties and Independent Review Panels (IRPs)

This policy also reflects key recent clarifications (2026 update), including:

- Managed moves must be in the pupil's best interests
- Parental agreement and full consent are required
- Trial managed moves are not permitted
- Pupil voice must be considered in decisions
- Clear information sharing requirements between schools
- Compliance with School Admissions Code and pupil registration law

3. Definition

A managed move is:

“A voluntary, formal agreement between schools, parents and relevant agencies to transfer a pupil permanently to another school.”

It is:

- A process, not a single event
- A permanent transfer outcome (not a trial)
- Distinct from off-site direction (which is temporary)

4. Principles

All managed moves must demonstrate:

4.1 Best interests of the child

- Decision must clearly evidence why the receiving school can meet need more effectively
- Consider safeguarding, SEND, relationships, and provision

4.2 Last reasonable intervention (but before exclusion)

- Evidence must show:
 - Graduated response
 - Pastoral Support Plan / equivalent
 - External agency involvement where appropriate

Managed moves must not be a first response.

4.3 Voluntary and informed consent

- Parents must:
 - Be fully informed (written)
 - Understand alternatives (including exclusion)
 - Not be pressured

Ofsted will judge schools inadequate if parents are pressured into managed moves (off-rolling).

4.4 Transparency and fairness

To withstand IRP scrutiny, decision-making must be:

- Lawful
- Procedurally fair
- Rational and proportionate

4.5 Safeguarding and equality compliance

- Full consideration of:
 - SEND / EHCP
 - Equality Act 2010
 - Vulnerable groups (LAC, CIN, CP)

A pupil must not be moved because needs are unmet

5. When a Managed Move May Be Considered

A managed move may be appropriate when:

- There is a risk of permanent exclusion
- Relationships or context have irretrievably broken down
- A different setting offers clear, evidenced benefit

It must NOT be used:

- To improve performance data
- Because the school cannot meet SEND needs
- Without prior intervention

6. Required Evidence Base

Before proceeding, schools must hold a clear audit trail including:

- Behaviour records and chronology
- Pastoral support plans / interventions
- External agency involvement
- Risk assessments
- Record of reasonable adjustments (SEND)
- Evidence of consultation with parent and pupil
- Consideration of alternatives to move

7. Process

Stage 1 – Early identification and intervention

- Implement graduated response
- Multi-agency support where appropriate

Stage 2 – Consideration of managed move

- Internal review by senior leader
- Clear rationale recorded:
 - Why move is in pupil's best interests
 - Why alternatives insufficient

Stage 3 – Consultation

- Discussion with:
 - Parent/carers
 - Pupil (mandatory in 2026 update)
 - LA (where appropriate)
 - Social worker (where applicable)

Stage 4 – Agreement in principle

- Receiving school confirms:
 - Capacity to meet need
 - Safeguarding readiness
- Admissions authority engaged

Stage 5 – Information sharing (mandatory)

Must include:

- Attainment data
- Behaviour history
- Risk assessments
- Effective strategies

Stage 6 – Formal agreement

A written agreement must include:

- Start date
- Support plan / reintegration strategy
- Roles and responsibilities
- Confirmation of parental consent

Stage 7 – Transition and monitoring

- Clear integration plan
- Named key adult
- Review points (e.g. 4–6 weeks)

Stage 8 – Completion

- Placement becomes permanent
- Pupil placed on roll
- Removal from previous school follows lawful registration processes

8. Governance and Oversight

The governing board will:

- Monitor use of managed moves (data, trends, groups)
- Ensure compliance with statutory guidance
- Scrutinise cases for fairness and proportionality

9. Avoiding Off-rolling

The school will ensure:

- No pressure is applied to parents
- No informal arrangements exist
- All moves are formally recorded and lawful

10. Relationship to Exclusion

This policy is designed to reduce risk of challenge by ensuring:

- Decisions are well evidenced and documented
- Processes are fair and transparent
- SEND duties are demonstrably met
- Alternatives have been properly considered

11. Record Keeping

Schools must retain:

- Full case file
- Minutes of meetings
- Correspondence with parents
- Evidence of decision-making

This ensures defensibility if challenged.

12. Review

This policy will be reviewed annually or in line with updated DfE guidance.

Appendix 1 – Managed Move Evidence Checklist

Pupil Name:

DOB:

School:

Date of decision:

A. Threshold and Rationale

- ☐ Clear evidence pupil is at risk of permanent exclusion
- ☐ Rationale states why managed move is in pupil's best interests
- ☐ Rationale explains why current placement is no longer viable
- ☐ Rationale demonstrates receiving school offers something different

B. Graduated Response

- ☐ Behaviour policy applied consistently
- ☐ Pastoral Support Plan (or equivalent) in place
- ☐ Reasonable adjustments made (SEND)
- ☐ External agencies involved (if appropriate)
- ☐ Evidence interventions have been evaluated

C. Safeguarding, SEND and Equality

- ☐ SEND status clearly recorded
- ☐ EHCP considerations addressed (if applicable)
- ☐ Evidence needs are being met
- ☐ Social worker involved (if applicable)
- ☐ Risk assessment completed

D. Parental and Pupil Engagement

- ☐ Parent fully informed in writing
- ☐ Parent consent recorded
- ☐ No evidence of pressure/coercion
- ☐ Pupil views recorded (required under 2026 guidance)
- ☐ Alternatives explained (including exclusion)

E. Information Sharing

- ☐ Behaviour history shared
- ☐ Academic data shared
- ☐ Risk management strategies shared
- ☐ Safeguarding information shared

F. Receiving School Decision

- ☐ Capacity and suitability confirmed
- ☐ Admissions authority consulted
- ☐ Safeguarding review completed
- ☐ Integration plan agreed

G. Lawfulness and Process

- ☐ Managed move not used as a “trial”
- ☐ Not used in place of exclusion where threshold met
- ☐ Not used to remove pupil from roll informally
- ☐ Registration arrangements compliant

H. Documentation

- ☐ Full case chronology
- ☐ Minutes of meetings
- ☐ Written agreement signed
- ☐ File ready for panel scrutiny

Headteacher declaration:

I confirm this decision is lawful, reasonable, proportionate, and procedurally fair.

Signed:

Date:

Appendix 2: Parent consent and information model letter

MANAGED MOVE – PARENT LETTER

Dear [Parent/Carer],

Following our recent discussions, I am writing to confirm that we are proposing a managed move for [Child's Name].

A managed move is a voluntary agreement between schools and families to transfer a pupil permanently where this is considered to be in the child's best interests.

Why we are proposing this

We believe that:

[Explain clearly why current placement is no longer meeting need]

[Explain why receiving school is more suitable]

We have carefully considered alternative options, including further strategies within this school.

Important information (please read carefully)

This is a voluntary process — your agreement is required

You are not obliged to accept this proposal

This must not be seen as a trial arrangement (government guidance does not allow trial managed moves)

If you do not agree, we will continue to work with you to consider next steps

Support for your child

If agreed, we will ensure:

A structured transition plan

Ongoing support and monitoring

Information sharing to support a successful placement

Your decision

Please indicate below whether you agree to proceed.

☐ I agree to the managed move

☐ I do not agree

Signed: _____

Date: _____

We strongly encourage you to ask any questions before making your decision.

Yours sincerely,

Executive Headteacher

Appendix 3 – MANAGED MOVE CASE SUMMARY – GOVERNOR SCRUTINY

Pupil:

Year:

Date:

1. Summary of concerns

Concise factual overview

Clear link to behaviour/safeguarding risk

2. Evidence of graduated response

Interventions applied

Impact (what worked/didn't)

External agency involvement

3. SEND / safeguarding considerations

Needs identified

Adjustments made

Why needs can be better met elsewhere

4. Rationale for managed move

Why this is in pupil's best interests

Why current placement is no longer suitable

Why receiving school is appropriate

5. Parental and pupil engagement

Summary of discussions

Confirmation consent obtained

Evidence no pressure applied

6. Legal compliance check

✓ Voluntary agreement

✓ Not a trial

✓ Not off-rolling

✓ Consistent with statutory guidance

7. Risks considered

Risks of remaining

Risks of moving

Mitigation strategies

8. Decision statement

“Having considered all available evidence, I am satisfied that this decision is lawful, reasonable, fair, and in the best interests of the pupil.”

Appendix 4 – Managed Move and suspension/exclusion decision map

1. IDENTIFICATION OF CONCERN – behaviour/safeguarding/relational breakdown identified
2. INITIAL RESPONSED – apply behaviour policy consistently. Implement graduated response (support, interventions, SEN adjustments)
3. HAS BEHAVIOUR IMPROVED?
Yes – continue support and monitor – end
No – escalate support
4. ESCALATED SUPPORT – PSP/equivalent multi-agency involvement (if appropriate). Risk assessment completed
5. RISK ASSESSMENT POINT – Does the pupil pose a serious risk to education/welfare of others?
DECISION SPLIT A: IMMEDIATE RISK
YES – consider suspension (short term measure for safety and investigation)
AFTER INVESTIGATION -
Return with support – BACK TO STEP 2
Consider Managed Move – GO TO STEP 6
Threshold met for Permanent Exclusion – GO TO STEP 9
Threshold not met for Permanent Exclusion – Continue to Step 6
6. CONSIDERATION OF ALTERNATIVE PROVISION – Is a temporary placement needed to improve behaviour?
DECISION SPLIT B: TEMPORARY VS PERMANENT MOVE
TEMPORARY NEED – OFFSITE DIRECTION (time limited, clear objectives and review)
REVIEW OUTCOME –
Successful – reintegration – end
Not successful – consider managed move or exclusion
PERMANENT CHANGE NEEDED – GO TO STEP 7
7. MANAGED MOVE CONSIDERATION – check all conditions
Best interests of the pupil
Graduated response exhausted
NOT a trial arrangement
Parent fully informed and consenting
Pupil voice considered
Receiving school can meet need
8. ARE ALL CONDITIONS MET?
YES -PROCEED WITH MANAGED MOVE –
information sharing completed
Written agreement signed
Transition and integration plan in place – end

NO – Continue support or consider exclusion (go to step 9)

9. PERMANENT EXCLUSION TEST –

Does the behaviour meet statutory threshold?

Serious or persistent breach of behaviour policy?

Remaining would seriously harm education or welfare of others?

10. DECISION –

YES – PERMANENT EXCLUSION

Follow statutory process

Governing board review

IRP rights apply

End

NO – Return to support/managed move pathway - end