



# Off Site Direction and Managed Moves Guidance

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## Purpose

The DfE guidance (2024) School suspensions and permanent exclusions - GOV.UK (www.gov.uk) states that “A **managed move** is used to initiate a process which leads to the transfer of a pupil to another mainstream school **permanently**.... If a temporary move needs to occur to improve a pupil’s behaviour, then **off-site direction** should be used.” This document sets out the legislation, expectations and objectives of Cumberland Council (LA) governing bodies and schools when using off-site direction and managed moves.

## Off-site direction

### Key Principles of an Off-site direction

- The governing body of a maintained school has the legal power to require a pupil to attend somewhere off-site to receive education that is intended to improve their behaviour
- Whilst this legislation does not apply to academies, they can arrange off-site direction provision for such purposes under their general powers
- Off-site direction should be considered only when other interventions have been unsuccessful in improving a pupil’s behaviour
- Although parental/carer agreement is not a requirement for an off-site direction, it is expected that only in exceptional circumstances is off-site direction pursued without parent/carer agreement. The views of the parent/carer and pupil should be considered, family support for the move will increase chances of success
- The duration of the off-site direction should allow time for the pupil to meet the targets set but *should not* be for more than 12 weeks in most cases.
- Off-site direction must be reviewed regularly
- Off-site direction should not be used if the pupil would be unable to return to the home school if the off-site direction placement is unsuccessful.
- The pupil remains on roll at their original school and is expected to return following the off-site direction
- If a pupil is subject to an off-site direction as an alternative to permanent exclusion, and the placement is unsuccessful, the home school cannot issue a retrospective permanent exclusion
- Off-site direction can be made permanent following a successful final review. This would be a managed move
- An off-site direction would NOT be appropriate if a parent is seeking a straightforward transfer to another school.
- If off site direction is being considered for a cared for pupil the Virtual School should be consulted prior to any decision
- A pupil with an Education Health and Care Plan (EHCP) -any consideration for a change in placement for a Pupil with an EHCP should be directed to EHCP Coordinator in the SEND team

## Process

The governing body of the 'home' school must lead in the direction and be involved review of the off-site direction

- Targets for success should be agreed by all at the initial meeting. Specific reasonable and appropriate targets should be set for the pupil – these should be based on the individual needs of the pupil
- If the pupil breaches the behaviour expectations of the off site school, in line with their behaviour policy, the school should use their internal strategies and sanctions including suspension rather than ending the placement.
- Off-site direction should last no longer than 12 weeks
- Reviews should be held at regular intervals for example, weeks 3,6 and 9.
- The pupil accessing this support must be dual registered. All involved should know where the pupil is to attend and when the timescale for the off-site direction
- Details of arrangements must be confirmed in writing to parents/carers at all stages of the process
- At the final review meeting, a decision must be made as to whether the pupil returns to the original school or a managed move is agreed. The decision must be reasonable and in line with the original targets set for the student at the outset of the off-site direction and include information from any review meetings held during the period
- If a managed move is agreed the pupil's name must be deleted from the admission register of the original school and shown as single registered on the admission register of the receiving school
- In exceptional circumstances the receiving school may end the off-site direction before the end of the agreed time frame. This should be discussed with the original school and clearly communicated with the parents/guardians including a return date to the original school
- When a move becomes permanent the Local Authority need to be notified and through the mandatory 'Gains and Losses' returns, submitted by all schools to the Access and Inclusion Team and involved in the review process if the Pupil has an EHCP

## Timescales and Good practice

The statutory guidance covers objectives and timeframes with appropriate monitoring of progress. For maintained schools, the governing body must ensure that parents or pupils aged 18 or over) (and the local authority if the pupil has an Education, Health and Care (EHC) plan) are notified in writing and provided with information about the placement as soon as practicable after the direction has been made and no later than two school days before the relevant day.

Six days before the date of any review meeting, a governing body must give a written invitation to parents (and the local authority if the pupil has an EHC plan) to attend the review meeting, or to submit in writing before the date of the meeting their views as to whether off-site direction should continue to have effect.

The meeting should include arrangements for reviews, including how often the placement will be reviewed, when the next review will be and who should be involved in the reviews. For example, review meetings should take place between the school, parents, the pupil, and other relevant agencies, and the local authority (if a pupil has an EHC plan) to establish agreed monitoring points to discuss the pupil's ongoing behaviour. These reviews should be recorded in writing and be frequent enough to provide assurance that the off-site direction is achieving its objectives.

The duration of the off-site direction should allow time for the child to meet the targets set consistently. A suggested length is up to 6 weeks. In some instances, this may increase up to (but not exceeding) 12 weeks, if there are specific circumstances identified that would justify exceeding the initial 6-week period.

There should be:

- Shared understanding of the reasons for the off-site direction
- Any agreed attendance arrangements, e.g. an initial reduced program may be agreed for a limited period
- Specific reasonable/appropriate targets for the pupil – these should be based on the individual needs of the child
- Any other factors should be considered e.g. any additional learning needs.
- Planning the response of the receiving school should instances of poor behaviour occur
- The dates set for the review meeting(s) if appropriate. For a 6-week duration the review may be in the 3rd week and in the 6th week, however, if potential issues have been identified as part of the weekly report to the home school, the school should use their professional judgement to decide on review dates

### **Off-site direction to Alternative Provision (AP)**

The same legislation and principles should apply to any case where an off-site direction is being considered to AP rather than another mainstream school.

### **Registration of a pupil with an Off-Site Direction**

If a pupil is subject to an off-site direction, they must be registered as follows:

- Original school as the main base, record the pupil as dual registered, and mark the register as 'D.'
- Off site school is the subsidiary base, record the pupil as dual registered, and mark the register according to whether or not the pupil attends, using appropriate codes for present, absent and authorisation decisions.
- If the off-site direction is successful, a managed move can be agreed. The pupil comes off the roll of original school and is shown as single registered on the roll of the off-site school.

## Managed Moves between schools

### Rationale

Occasionally a pupil with a normally positive behaviour and attitude record breaches the school's behaviour policy in such a serious way that the incident alone could warrant permanent exclusion.

However, even when permanent exclusion may be appropriate on disciplinary grounds it should only be used as a last resort and alternatives should be considered.

An appropriate alternative in this circumstance could be a managed move, where a school requests an offer of a permanent place at another school so that the pupil does not have a permanent exclusion on their record.

Managed Move should always be agreed in writing by the pupil's parents/carers.

A managed move cannot be used for a young person with an EHCP unless it has followed the review process.

### Principles

The following principles should underpin all requests for managed move:

- A managed transfer request should normally be initiated by the pupil's current (home) school after it has confirmed the decision of a permanent exclusion.
- Full agreement of parents/carers must be obtained.
- A managed move is a permanent solution and an alternative to a permanent exclusion.
- The home school should provide the receiving school with as much background information as possible.
- Funding will be transferred to the receiving school on the first day the pupil attends the receiving school. This will be the AWPU funding for one full term.

### Procedures

The following procedures should be adopted:

- Initial discussion with the pupil, his/her parents/carers to explain managed move process and if there is agreement a discussion about preferred schools. Any number of schools can be nominated by pupil/parent/carer.
- Other professional advice may be sought as appropriate.
- Schools must not suggest to parents that they remove the pupil and find another school or encourage them to electively home educate (EHE). Where

it is reported this has happened, the Local Authority is obliged to formally investigate.

- The head teacher (or representative) should contact the preferred schools providing the details necessary for the schools to make an informed decision on whether to accept the move.
- If more than one school offer a managed transfer the requesting school should consult the pupil/parent/carer for their preference.
- If a managed move is agreed a planning meeting should take place with both schools, pupil and his/her parents/carers and other professionals, as appropriate. The Managed move form and attached documents should be completed and the following confirmed:
  - The starting date at the receiving school.
  - The transfer and availability of documentation.
  - Any other issues needing clarification such as transport, learning support, involvement of LA officers and other professionals.
- Once it has been confirmed that the pupil has attended their new school placement, their name should be deleted from the original school roll. LA are required to be informed using the Gains and Losses' returns, submitted by all schools to the Access and Inclusion Team.

### **Transport**

If required transport should be requested via an exceptional transport request. This should be sent to Access and Inclusion team email address:

[AccessandInclusion@cumbria.gov.uk](mailto:AccessandInclusion@cumbria.gov.uk)

All transport requests are considered at the Senior Provision Panel and the outcome relayed to the 'home' school.

### **Maintenance of Data**

The chair of the Inclusion Panel should be informed of any Managed moves without delay.

A managed move is recorded in the same way as a Fair Access Pupil and is considered to be as such for the purpose of data recording.