



## **MANAGED TRANSFERS OF STUDENTS BETWEEN SCHOOLS/ACADEMIES**

### **A INTRODUCTION**

We recognise that there are occasions when it would be appropriate to manage a transfer of a student from one maintained school/academy to another and that this can be in the best interests of the student and of the schools. This protocol attempts to describe the arrangements agreed by Cornwall's secondary Head Teachers to carry out such transfers successfully.

### **B WHAT DO WE MEAN BY A 'MANAGED' TRANSFER?**

The term 'managed' transfer implies that Head Teachers have worked together, possibly with the guidance and support of LA Officers, to place a student in a new school.

### **C WHAT ARE WE TRYING TO ACHIEVE**

When considering a managed move we will be attempting to achieve one or more of the following outcomes:

1. Placing the student in a school which suits the individual.
2. Providing a second chance to a student in difficulty who is likely to make a positive response.
3. Finding a new school for a student who is vulnerable or at risk in the original school.
4. To avoid the need for exclusion.

We will not consider managed moves for students we feel are not suited to mainstream secondary schooling. In particular, for students who demonstrate extremes of inappropriate behaviour, we will seek provision outside mainstream secondary schools with the support of the LA.

We expect to avoid schools being expected to receive 'too many' challenging pupils.

### **D PROCESSES AND PROCEDURES**

We expect the following processes and procedures to apply.

1. At a very early stage, there will be an open formal discussion between the headteachers involved.
2. Quantitative and qualitative data and records about the student will be provided for the potential receiving school.
3. A meeting will take place between staff of the schools involving the student, parent(s) and representative(s) of any interested agencies, including the LA.
4. Agreement between the schools will be reached to cover any or all of the following according to the particular needs and circumstances:
  - i. Whether the transfer is permanent or temporary (and, if temporary, the criteria for deciding for/against permanence);
  - ii. The procedures for inducting the student into the new school (including, for example, the use of any behaviour support unit);
  - iii. The procedures to enable the appropriate transfer of funds between the schools
  - iv. The timescale for the 'trial' period, and the criteria for judging the success or failure of the 'trail' period;

- v. The procedures for deciding on whether or not the trial period was successful;
  - vi. The procedures to review the extent to which the transfer is successful and how to respond if the move goes wrong;
  - vii. The extent to which the active support of the LA is needed;
  - viii. The timescales for action.
5. Agreement of the schools with the LA may be sought, as necessary, co-ordinated through the Education Welfare service and relevant county authorities, to address any or all of the following according to the particular needs and circumstances:
- i. To overcome the admission limit for a particular year group at the receiving school;
  - ii. To preserve a place for the particular student at the giving school (that is, the student stays on the roll of the giving school until the transfer is made permanent);
  - iii. To make temporary/permanent revised/new transport arrangements;
  - iv. To secure an amendment to a statement of special education need when a particular school is named on the statement;
  - v. To amend the admission rules for a Looked After Child.

**E**     **NOTES**

- 1.     When two students are exchanged between schools there may be no need for a transfer of funds.

Reviewed – DMc September 2014