Norfolk Fair Access Protocol

Managed Move Agreement

Name of Pupil: Click here to enter text.

Date of Birth: Click here to enter text.

Year Group Click here to enter text.

Academic Year: Click here to enter text.

Current School: Click here to enter text.

Trial School Click here to enter text.

**Address of Pupil: Click here to enter text.**

**Name of Parent: Click here to enter text.**

**Contact Phone No: Click here to enter text.**

**Questions for current school:**

1. **Has support been sought for this pupil from the Inclusion and SEND Team(****inclusionandsend@norfolk.gov.uk****)?**

**YES/NO**

1. **Has the pupil previously had a Managed Move(s)? YES/NO**

**If Yes then please give details of the move(s) and comments around the reasons for the proposed move being attempted**

1. **Please attach plans for any specific support being offered to make the move successful eg planning meeting, sharing of pupil info, tour, buddy system, check ins with key staff, review meetings, communication between schools etc.**
2. **Have school considered a Partnership and Community Focus Team referral to support the move?**

**YES/NO**

**If no, would it be helpful to signpost school to this support?**

1. **Has the school discussed with the parent how the pupil will get to the MM school and advised parent how transport will be provided if the pupil is eligible?**

**YES/NO**

**Any requests for transport to be provided outside the Home to School Tranport Policy must be made on the Exceptional Circumstances Transport Requests for Norfolk MMs and approved by the Fair Access Team.**

# Terms of Agreement

1. It is agreed by all parties that will benefit from a fresh start and is suitable for a Managed Move.
2. will attend on a trial basis and if he/she successfully completes the trial to the agreement of both schools, he/she will be removed from roll at and be permanently transferred to the roll of .
3. Upon the permanent transfer of onto the roll of the trial school will/will not transfer the balance of pupil funding to .
4. Before the trial can start there must be a joint meeting between the current and the trial schools to review full behaviour and all other relevant information, formalise the risk assessment and agree transition arrangements.
5. The trial period is to begin on DD/MM/YYYY and will last for eight school weeks.
6. If, during the trial period, is unable to attend school because of a significant illness or injury, the trial may be extended until the period of attendance totals eight school week. For any such absence to be considered for an extension to the trial the parent must provide evidence from an appropriate medical professional to support the specific absence(s). The trial school will consider all evidence provided before determining whether an extension will be offered.
7. The parent must notify the school of any absence on the first day of non-attendance. The trial will be terminated if the parent does not report absences to the trial school.
8. Any absence for reasons other than described in paragraph 6 will be registered as unauthorised absence and the trial will not be extended as a result.
9. The trial may also be extended if is involved in low level behavioural incidents that would usually result in a behaviour sanction less than a fixed term exclusion where there is agreement between the current and trial school that there is a realistic prospect of a successful outcome with an extended trial.
10. The trial will be terminated in the event of the following:
	1. is involved in a serious breach of school discipline that would usually be grounds for a fixed term exclusion at the trial school: OR
	2. attends for less than 95% of school days available
11. In the event of termination a representative of will contact parents and the current school by telephone and will return to .
12. During the trial period will be marked on the current and trial school register as Code D “Dual Registered - at another educational establishment” Any absences which are not approved must be recorded as “unauthorised”. It is the responsibility of to notify about attendance on a weekly basis.
13. The local authority will provide transport to the to cover the normal start and end of the school day provided that the trial school is over the statutory distance of 2 or 3 miles as appropriate. Any transport request must be made by the Fair Access Team.
14. All Managed Move trials must be signed by all parties and by a representative of the Fair Access Team and the trial will not be binding unless signed by all parties. A copy of all signed trial documents must be lodged with the Fair Access Team.
15. Any disputes arising from this trial agreement will be initially referred to the Fair Access Manager who will mediate between all parties to resolve the dispute. If this is unsuccessful the Fair Access Team will set up a virtual panel to resolve the dispute. The Panel will include local authority educational input from an Educational Psychologist or SEND advisor and/or Headteacher representatives.
16. Any amendments or extension to the terms of or timescale of the trial agreed after the trial agreement has been signed must be agreed by all parties in writing.

I have read and agree to the terms outlined in this Agreement:

Signed …………………………………………………………………………

Name …………………………………………………………………………

Title ………………………………………………………………………….

Date …………………………………………………………………………

For Current School

Signed …………………………………………………………………………

Name …………………………………………………………………………

Title ………………………………………………………………………….

Date …………………………………………………………………………

For Trial School

Signed …………………………………………………………………………

Name …………………………………………………………………………

Title ………………………………………………………………………….

Date …………………………………………………………………………

For Parent/Carer of

Signed …………………………………………………………………………

Name …………………………………………………………………………

Title ………………………………………………………………………….

Date …………………………………………………………………………

For Fair Access Team

**Trial school to complete and return to** **cs.fairaccessteam@norfolk.gov.uk** **upon successful completion of 8-week trial period or at the point of cessation in the event of a failed trial.**

Name of Pupil: Click here to enter text.

Current School: Click here to enter text.

Trial School: Click here to enter text.

Managed Move successful? Yes / No

If successful, date pupil went on role as single registration: Click here to enter text.

If failed, date pupil last attended trial school: Click here to enter text.

Reason for failure of Managed Move: Click here to enter text.

Any further comments: Click here to enter text.