

Off-Site Direction & Managed Move Policy 2025/2026

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Off-Site Direction & Managed Move Policy Version Control

Updates	Page number
This policy replaces all previous versions of the LBH Managed Move Policy due to changes to legislation. 2025/2026 (No Change)	All

1. Introduction

- 1.1 This document sets out arrangements for off-site directions and managed moves. It will be in operation in the London Borough of Havering in partnership with schools and academies during academic year 2024/2025.
- 1.2 This policy aims to provide a 'common approach' for Havering's headteachers when considering an off-site direction or a managed move and should be read in conjunction with the following DfE publications and Government legislation.
 - Suspension & Permanent Exclusion including pupil movement
September 2023
https://assets.publishing.service.gov.uk/media/64ef773513ae1500116e30db/Suspension_and_permanent_exclusion_guidance_september_23.pdf
 - Behaviour in Schools Advice for headteachers & school staff February 2024
https://assets.publishing.service.gov.uk/media/65ce3721e1bdec001a3221fe/Behaviour_in_schools_-_advice_for_headteachers_and_school_staff_Feb_2024.pdf
 - Education Legislation 2006 - Deletion from Admissions registers
[The Education \(Pupil Registration\) \(England\) Regulations 2006 \(legislation.gov.uk\)](https://www.legislation.gov.uk)

- DfE Children Missing Education Statutory Guidance 2016
https://assets.publishing.service.gov.uk/media/5a7f5e4a40f0b6230268f135/Children_Missing_Education_-_statutory_guidance.pdf

2. Principles of an Off-Site Direction (OSD) & Managed Move (MM)

- 2.1 This policy sets out the principles to be followed by all providers of education within the Borough of Havering.
- 2.2 This policy aims to clarify a common approach for Havering's headteachers when considering an off-site direction or a managed move. This document will be reviewed on an annual basis, or sooner if there are any legislative changes that require an update.
- 2.3 Good behaviour in schools is essential to ensure that all pupils benefit from the opportunities provided by education. The government recognises that off-site directions and managed moves are essential behaviour management tools for headteachers, and should be used to establish high standards of behaviour in schools and maintain the safety of school communities.
- 2.4 If a **temporary** move is required to improve a pupil's behaviour, an off-site direction (*as described in paragraphs 36 to 47 of the Suspension and Permanent Exclusion guidance above*) should be used.
- 2.5 If a **permanent** move is required, a managed move should be used if it is considered by parents and school is in the best interests of the pupil.

(Reference: DfE Suspension & Permanent & permanent Exclusions Guidance 2023)

A managed move is used to initiate a process which leads to the transfer of a pupil to another mainstream school permanently. Managed moves should be voluntary and agreed with all parties involved, including the parents and the admission authority of the new school. If a temporary move needs to occur to improve a pupil's behaviour, then off-site direction (as described in 36 to 47) should be used. Managed moves should only occur when it is in the pupil's best interests.

- 2.6 The Local Authority is not required to be involved in the off-site directions or managed move arrangements between **mainstream schools**, unless the pupil has an EHCP (see point 2.8 below).
- 2.7 The Local Authority will however, continue to work closely with all Havering Schools to process **off-site directions to alternative provision only** via a completed Inclusions Gateway Referral Form.
- 2.8 Pupils with an EHCP can only be permanently moved through the statutory school consultations process, in line with the DfE SEND Code of Practice, contact sen@haverling.gov.uk for further advice.

(Reference: DfE Suspension & Permanent Exclusions Guidance 2023)

49. Where a pupil has an EHC plan, the relevant statutory duties on the new school and local authority will apply. If the current school is contemplating a managed move, it should contact the authority prior to the managed move. If the local authority, both schools and parents are in agreement that there should be a managed move, the local authority will need to follow the statutory procedures for amending a plan.

- 2.9 The off-site direction and managed move should be preceded by information sharing between the original school and the new school, adopting a multi-agency model to ensure the sharing of information to support appropriate placements with a focus on safeguarding. The original school should provide evidence that includes:
- a. Prior and current attainment data
 - b. Academic potential
 - c. Risk assessment
 - d. Advice on effective risk management strategies
 - e. Multi-agency support
 - f. Social care assessments
- 2.10 By implementing a consistent approach to off-site directions & managed moves across Havering, it should avoid unnecessary escalation to services that could result in a more complex, costly and resource intensive intervention being required at a later date.
- 2.11 A off-site direction and a managed move should prove to be a positive transition with minimal disruption to a pupil's education and provide them with a fresh start. When pupils are supported well they are able to remain in mainstream education and succeed.
- 2.12 The pupil will remain the responsibility of the original school until the off-site direction and/or managed move process has been successfully completed. The original school must inform the local authority inclusions@havering.gov.uk when it has been agreed that a managed move has been successful.
- 2.13 Following a successful managed move, an off-site direction to another education establishment should not be considered within the first term after the pupil has been placed on single registration with the new school. Pupils must be given reasonable time and support to settle.
- 2.14 Parents **must not** be put under pressure to engage with a managed move. If parents are being pressured into a managed move or are unhappy with a managed move, they can take up the issue through the school's formal complaints procedure with the governing board and, where appropriate, the local authority.

Reference: (DfE Suspension & Permanent & permanent Exclusions Guidance 2023). Ofsted will consider any evidence found of a parent being pressured into a managed move that has resulted in off-rolling and

is likely to judge a school as inadequate on the basis of such evidence.

3. If a pupil does not arrive for the Off-Site Direction or a Managed Move

- 3.1 **Off-Site Direction** - In the event a pupil does not arrive at a receiving school to start their off-site direction, the receiving school must carry out reasonable enquiries to ascertain the whereabouts of the pupil as part of their school's attendance and safeguarding procedures.
- 3.2 **Managed Move** - In the event a pupil does not arrive at the school where they have been managed moved, as they are single registered the school must carry out reasonable enquiries to ascertain the whereabouts of the pupil as part of the school's attendance and safeguarding procedures.

4. Off-Site Direction & Managed Move Process

- 4.1 **Off-Site Direction to improve behaviour**
- a. As part of the planning phase for a OSD, a proposed maximum period of time should be discussed and agreed upon between all involved.
 - b. A OSD is a time limited placement.
 - c. Pupil is dual registered for the duration of the OSD.
 - d. If a OSD from a school to an AP is successful, pupil returns to their original school.
 - e. If a OSD from an original school to a new school is successful, pupil will become single registered at the new school which is then considered as a successful managed move.
 - f. If a OSD to a new school or AP is unsuccessful, the pupil to return to the original school.

From original school to a new school with pupil returning to original school

Planning phase must be in collaboration with all parties

No LA involvement required

(Pupil will be dual registered whilst on the OSD)

From original school to a new school followed by a managed move

Planning phase must be in collaboration with all parties

No LA involvement required

(Pupil will be dual registered whilst on the OSD)

(Pupil will be single registered once the MM is successful)

From original school to an AP with pupil returning to original school

School to complete the IGRF and email to inclusions@havering.gov.uk requesting AP

Planning phase must be in collaboration with the LA

(Pupil will be dual registered whilst on the OSD)

From AP to a new school followed by a managed move to the new school

This only applies to pupils who are single registered at the AP

AP to complete the IGRF and email to inclusions@haverling.gov.uk

Planning phase must be in collaboration with the LA

(Pupil will be dual registered whilst on the OSD)

(Pupil will be single registered once the MM is successful)

4.2 Managed Move

- a. As part of planning of an off-site direction, alternative options should be considered once the time limit has been reached, including a managed move on a permanent basis (if a pupil is placed in a mainstream school) upon review of the time limited placement. A pupil becomes single registered at the new school when the managed move is successful.
- b. If a managed move breaks down, the new school must refer to their behaviour policy as the child will be single registered at the new school.

5. Free school meals & school uniform costs

- 5.1 If pupil attracts pupil premium funding the expectation is that original school provides the new school uniform for the pupil from their pupil premium. This arrangement should be agreed at the point of referral.
- 5.2 The new school can invoice the original school for free school meal funding when the pupil is on dual registration. The new school can apply directly for the free school meals funding once pupil is placed on single registration.

6. Funding

- 6.1 At the point the managed move is agreed by all parties as being successful, the pupil must be transferred from the original school to the new school as single registration. Funds will be calculated from the first day the pupil was placed dual registered and transferred to the new school on a pro-rata basis.
- 6.2 For this to be arranged school would need to inform the Local Authority of the successful Managed Move at inclusions@haverling.gov.uk