



**WOKINGHAM  
BOROUGH COUNCIL**

PROTOCOL FOR

**MANAGED  
TRANSFERS AND  
REINTEGRATION  
OF PUPILS  
EXCLUDED FROM  
PRIMARY  
SCHOOLS**

**PART OF THE FAIR  
ACCESS ADMISSIONS  
PROTOCOLS**

Approved by Admissions Forum July  
2009

## **INTRODUCTION AND TIMETABLE**

The Admissions Forum implemented protocols for children moving into the area and looked after children in September 2005 for both primary and secondary schools.

A separate protocol has been developed with secondary schools for reintegration of excluded secondary pupils and managed transfer of secondary pupils at risk of exclusion.

This document is a protocol for the admission and reintegration of excluded children or children attending a Pupil Referral Unit, of primary age, and managed moves for pupils in primary schools at risk of exclusion, applicable to all maintained schools within the Wokingham Borough Council area.

### Aims:

- Local Authority officers will work in partnership with schools throughout the process of implementing the protocol
- The best interests of the child are of paramount importance and must be considered in all decision making
- The protocol will apply to all primary schools and Children's Services
- Speed of action is key to the success of this protocol. It is expected that a reintegration plan and a decision on placement will be made within 15 school days.
- A Panel will be established as part of this protocol and will monitor all such placements.
- All schools may be asked to admit a pupil identified under this protocol into the relevant year group, even if the school is full in that year group (subject to class size regulations). Pupils so identified will normally be given priority for admission over any other on a waiting list or awaiting an appeal.
- In normal circumstances approaches will be made to the nearest school(s) to the pupil's home address. Exceptions may be made where a school can demonstrate that the needs of a child cannot be met or where the numbers in the year group to which the child may be admitted are already significantly in excess of the admission number for that year. The reasons for refusal must be submitted on the managed transfer request form. A final decision will then be taken by the Panel.

This draft protocol complies with the requirements of the School Admissions Code.

## Main Principles

In order for the scheme to be successful, the following principles will apply to all requests for managed transfers:

- Justification for the transfer of pupils in public care, or pupils with full statements of Special Educational Needs, will need to be especially strong
- A managed transfer request will normally be initiated by the child's current school
- It is essential that the full agreement of parents is obtained. The views of the pupil to voluntarily undertake a transfer to another school or to alternative provision must also be sought and carefully considered
- A managed transfer must form part of the pupil's Pastoral Support Plan (PSP) and/ or Individual Behaviour Plan.
- Generally it is the collective expectation of both schools and the LA that any managed transfer must be considered prior to a permanent exclusion being implemented. In such cases it needs to be demonstrated that all other support strategies have been exhausted, and the Common Assessment Framework applied to assist in determining these.
- Where a pupil has a statement of SEN, interim statutory review procedures must be implemented prior to any transfer request or a permanent exclusion. If an incident arises before the review or transfer request is resolved, and for which permanent exclusion would be considered, the school should normally serve a fixed-term exclusion instead, pending the outcome of the application.
- All schools will act in line with the protocol and will adhere strictly to its requirements particularly in reference to timescales and in the provision of appropriately detailed pupil information. Failure to do so may invalidate the applications in which case Headteachers will be asked to resubmit a new application to the Panel.
- All managed moves will last for an initial trial period of 6 weeks with a set date for a formal review procedure at which a final decision will be made as to whether the transfer will become permanent
- The home school will retain the pupil on its admission register throughout the trial transfer period and must also maintain a daily attendance register during that time.
- A receiving school must admit the pupil in accordance with the principles outlined in the plan tailored to the child's individual needs. This may include some provision of outreach support from the Vulnerable Children's Education Service, or other Children's services staff, alongside mainstream school activities during the trial period.

- Funding will be transferred to a receiving school at the end of the trial period, only if the pupil is then formally admitted. This will be the balance of the AWPU plus any other appropriate amounts previously allocated according to the current agreed formulae. If the pupil is subsequently formally admitted, the funding transferred will be backdated to the beginning of the six-week trial period. There may also be some additional funding for half a term from the LA to support reintegrating pupils subject to panel approval and funding constraints.
- All schools must act in a spirit of partnership and co-operation for the managed transfer arrangements to work

### **Process to be followed for a managed transfer between schools**

Before proceeding with a request for a managed transfer, schools should ensure that they have satisfied statutory or local authority guidance on the management of pupil behaviour as failure to do so may result in the request being refused by the Panel.

#### Application stage

- Headteacher must inform their School Development Advisor of the possibility of a managed transfer being requested
- The Headteacher must then consult the parents and pupil for their views on a transfer to another school. This will normally be at a review meeting of the child's progress as part of the pupil's PSP/behaviour plan. An Education Welfare Officer must attend the review together with any other supporting professionals in accordance with the pupil's individual requirements. The Pupil Information Sheet must be completed after the meeting and then submitted to the LA with the Managed Transfer Proforma – Part A should be completed by the home school and Part B by the parents.
- If parents and pupil agree that a transfer is appropriate, written consent must be obtained and they must also be asked whether they wish to nominate two alternative schools or providers. Parents must be advised that there is no guarantee that the request will be approved – that is a matter for the Panel. In the majority of cases, the Panel would expect the full range of preventative to precede any managed transfer between schools.
- If parental consent is not given, the Education Welfare Officer will prepare a submission for the next Panel meeting. The home school will be required to send in full supporting information as detailed in the Managed Transfer Information Form relating to progress, attainment and behaviour by the deadline set. In all cases it will be necessary for the school to provide evidence of the actions it has taken in line with the PSP/behaviour

plan and advice from relevant professionals. This will include tracking of behaviour.

#### Consideration by Panel

- The Panel will consider the request at the next available meeting. The Headteacher of the home school and any suggested alternative school, or if this is not possible their representative, will attend.
- The Education Welfare Officer will prepare a summary of the case, with a recommended course of action, for the Panel's consideration.
- The decision of the Panel is final and must be accepted by all schools. The parent's statutory right of appeal to an independent admissions appeal panel are not invalidated.

#### Trial placement stage

- If the Panel approves the request, a meeting with the new Headteacher or representative will be arranged without delay by the education welfare officer, who will also attend, together with the parents and pupil. The Education Welfare Officer will explain how the six-week trial period will operate. The pupil will remain on the previous school's register at this stage.
- Following the meeting, and if the parents and pupil are in agreement, the transfer will take place. The following arrangements must be recorded in Part D of the Managed Transfer Request Form. This must form part of the child's existing PSP and/ or behaviour plan and must be copied to the LA (Education Welfare Officer) and to the home school, where it will be placed on the pupil's file:
  - the starting date for the trial period of the transfer
  - any agreed attendance arrangements; e.g. it may not be appropriate of all pupils to transfer on a full-time basis immediately
  - the length of the trial transfer (usually six weeks) and the date set for the final review meeting
  - the arrangements for reporting and recording the child's attendance record (this will be kept on the home school register, using the code for "receiving education off site" (present), so long as the child is actually in attendance when required. Absences that are not approved must be recorded as "unauthorised".)
  - any other issues needing clarification such as transport, learning support, involvement of LA officers and other professionals
- In exceptional circumstances, if the receiving school wants to end the trial before the period is completed, the Headteacher must consult with the Education Welfare Officer and the home school Headteacher before

confirming this in writing to the parent(s), the LA and to the home school Headteacher, specifying the date from which the child must return to their home school. This will only occur in instances of extreme behaviour.

### **Review and permanent transfer stage**

- At the agreed final review meeting, which the education welfare officer will arrange in consultation with both headteachers, and which the education welfare officer and parents will attend, a decision will be made to determine whether the child will return to their home school or be admitted to the new school **on a permanent basis**. Further trials will only be appropriate in unusual circumstances such as long-term absence through illness and, if so must be again confirmed in writing as before. The pupil's views on the success of the trial must be sought at the review meeting.
- If a decision at the review meeting is made to admit the child, an agreed date for admission will be agreed, and a request made for admissions staff to offer and allocate the place.
- On the agreed date, the child must be removed from the admission register or the home school and added to the admission register of the receiving school or provider. Any remaining school records should then be transferred. Once this has happened, the receiving school or provider cannot remove the pupil again, except by permanent exclusion or through a further managed move through a fresh referral to the Panel.
- The LA will then make arrangements to transfer the level of funding to be transferred between establishments in accordance with relevant current formulae.

### **Note**

In this protocol "parent" includes any person who has "parental responsibility" for a child and anyone who currently has care of the child.

### **Re-integration following a Permanent Exclusion**

- The system for re-integrating pupils back into school following a permanent exclusion should be fair and equitable for all involved.
- As soon as a pupil is permanently excluded, (i.e. the point when taken off roll, to avoid prejudice to any appeal), the Vulnerable Children's Education Service will convene a reintegration meeting. The excluding school, and any other parties, will supply all relevant documentation requested for that meeting.
- The Vulnerable Children's Education Service will then draw up a

reintegration plan which will be regularly reviewed and monitored.

- Placement at an alternative school will be arranged through the Admissions team in conjunction with the panel and other key stakeholders. The principles set out in the Vulnerable Pupils Protocol shall apply in identifying and securing a suitable alternative placement.
- Assistance with transport will be provided for any permanently excluded pupils placed under this protocol at a school where the journey meets the current home to school transport policy (as if that school were the pupil's designated area school)

## Implementation and review

Once approved by the Admissions Forum, the Forum will advise all relevant admission authorities to adopt the protocol without delay. Doing so constitutes a permitted variation to published admission arrangements. The Forum will regularly review the effectiveness of all protocols, and consider whether to issue any revised advice or new versions of the protocols.

## Appendix A



**WOKINGHAM  
BOROUGH COUNCIL**

### Wokingham Primary Reintegration Panel

#### *Purpose:*

- 1) The reintegration Panel will seek additional support or alternative placements for those pupils at risk of permanent exclusion.
- 2) The reintegration Panel will work with the Vulnerable Children's Education Service (VCES), which will lead on reintegration plans for permanently excluded primary pupils.

#### *Membership:*

- Headteacher of VCES                      Chair
- Senior primary Behaviour Support teacher    Vice Chair
- One Primary Head (on a rotational basis for an agreed period of time)
- Representative from school(s) putting forward names to the Panel
- Principal Education Welfare Officer
- SEN representative (where appropriate)
- Education Psychology Service representative
- Senior teacher KS1/2 excluded (where appropriate)
  
- + (virtually) Lead Admissions Officer
  
- Parents/Carers/ advocates
  
- Other key professionals (as appropriate)

#### *Frequency of Meetings:*

- due to the small numbers of pupils involved the panel will only be convened when necessary. Any follow up meetings to monitor progress on reintegration plans will be arranged with key professionals present.



**WOKINGHAM  
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PROTOCOL FOR

**MANAGED  
TRANSFERS AND  
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OF PUPILS IN  
SECONDARY  
SCHOOLS**

**PART OF THE FAIR  
ACCESS ADMISSIONS  
PROTOCOLS**

**Approved by Admissions  
Forum July 07**

# **PROTOCOL FOR MANAGED TRANSFERS AND REINTEGRATION OF PUPILS IN SECONDARY SCHOOLS**

## **Introduction**

This protocol will cover the placement of permanently excluded pupils in appropriate provision, the placement / support of pupils at risk of permanent exclusion, including managed moves and the re-integration of permanently excluded pupils and pupils attending Pupil Referral Unit back into mainstream / special school. This follows the general principles outlined in DfES circular 10/99 and the School Admissions Code. The Panel may also receive referrals from the admissions' process, where pupils have transferred into the area and have recognised significant need.

The Integration Panel will meet every two weeks to consider appropriate placements for pupils. The panel will decide the most appropriate setting for individual pupils and will allocate funding for support where appropriate. Representatives from other agencies may be invited to attend the panel as required, for example, social workers in the case of Looked After Children.

Minutes will be taken and distributed by the Administration Officer of the Pupil Referral Service (PRS).

## **Principles for Managed Moves and Re-integration**

- No school should be required to admit an unreasonable number of pupils who have been excluded from elsewhere. ('unreasonable' being not always related to absolute numbers, but may be relative to the challenges and demands of a particular year group, for instance.)
- Schools will be expected to admit pupils within ten school days of a panel decision
- A managed move request will normally be initiated by the child's current school. Pupils being put forward to the panel for consideration should have evidence provided from the current school to support the need for alternative placement.
- It is expected that a managed move has been sought prior to any permanent exclusion or prior to a move into alternative provision (PRS). It should be demonstrated that other support strategies have been exhausted, and the Common Assessment Framework (CAF), when available, applied.
- The full agreement of parent(s) / carer(s) will be required. The views of the pupil to undertake voluntarily a transfer to another school or to alternative provision must also be sought and carefully considered.
- In cases where no parental consent is given, a managed move cannot be considered. At this point, the school will continue to manage the pupil through its agreed behaviour policy. This may include sanctions up to and including permanent exclusion.
- A managed move must form part of the pupil's Pupil Support Plan (PSP), and other intervention strategies put in place should also be available to panel

members.

- All schools will participate in the protocol. However, the Panel will seek to avoid placing pupils at schools where:
  - schools have already exceeded their admission numbers by 10 places as a result of successful appeals or placed under in-year fair access protocols within the academic year;
  - the receiving school already has a pupil currently undergoing a trial period managed move; or
  - there is a proposed admission of a child with a statement of special educational needs where the primary issue is BESD.
- Where a pupil has a statement of Special Educational Needs (SEN), interim statutory review procedures must be implemented prior to any transfer request for alternative provision, or a permanent exclusion. If an incident arises before the review or transfer request is resolved, and for which permanent exclusion would be considered, the school should normally serve a fixed-period exclusion instead, pending the outcome of the application. (See also the SEN Code of Practice)
- Managed moves will normally take place over a period of half a term. The receiving school can call a review at any time, but there will always be a final review, with the date set at the outset. The final review will determine whether the move will become permanent or the pupil will return to the school at which (s)he is registered. Notes from any review meetings will be submitted to the next Integration Panel meeting. A managed move period will only be extended exceptionally, for example due to ill-health absence.
- During the period of the managed move, the pupil will remain on the roll of the home school.
- Funding will be transferred to the receiving school only if the pupil transfers to that school's roll. This funding will then be backdated to include the period of the managed move.

## **Details of Managed Moves**

- Head teacher, or representative, informs the Integration Panel Administration Officer of a possible request for a managed move by submission of the appropriate form.
- Head teacher, or representative, consults with parents and the pupil and seek their views on a voluntary move. This will be done as part of a PSP review.
- Where a pupil has a statement, this meeting should be a statutory interim review.
- When parental consent is given, this must be in writing and may include preferred school(s). Parent(s) / Carer(s) must be informed that this choice cannot be guaranteed; the final decision lies with the Panel. Parent(s) / Carer(s) retain the right to withdraw from the process at any stage, or to appeal to the Admissions' Independent Appeal Panel.
- Head teacher, or representative, completes and submits the relevant

documentation by the agreed deadline, including additional professional input.

- The Integration Panel reviews the case, including financial implications.
- The Behaviour Lead from home school attends the Panel meeting.
- If the request is accepted, the Re-integration Officer arranges a meeting with the receiving school's Head teacher, or representative, pupil and parent(s) / carer(s). A date for the period of the managed move will be agreed.
- The Panel must be aware of and monitor the financial implications of each managed move.
- The receiving school stays in regular contact with parent(s) / carer(s)
- The receiving school contacts the home school on a regular basis about attendance information. Absences must be reported to the home school on the first day of absence.
- Should the outcome of the formal review at the end of a managed move recommend a continuation at the receiving school, the pupil will be added to the role of that school and all relevant funding will be transferred.
- Should the outcome of the formal review at the end of a managed move recommend a return to the home school, the Head teacher, or representative, should consult the Integration Panel and home school Head teacher, or representative, before confirming this in writing to parent(s) / carer(s), Integration Panel and home school.

### **Re-integration following a Permanent Exclusion**

- The system for re-integrating pupils back into school following a permanent exclusion should be fair and equitable for all involved.
- A list will be kept to determine which school should receive a permanently excluded pupil:
  - a) Following a permanent exclusion, the excluding school's name goes to the top of the list to receive.
  - b) Following re-integration of any permanently excluded pupil, the school's name goes to the bottom of the list.

The list will be held by the Secondary Integration Panel Administration Officer

- Pupils accepted under this protocol will be included as part of an in-year fair access protocol and may be additional to the admission number.
- **Assistance with transport will be provided for any permanently excluded pupils placed under this protocol at a school where the journey meets the current home to school transport policy (as if that school were the pupil's designated area school)**

- As soon as a pupil is permanently excluded, (ie point when taken off roll – to avoid prejudice to any appeals), the excluding school will collate all relevant documentation to present to the panel.
- The PRS will recommend re-integration plans to the Panel and action plans will then be drawn up.

### **Parental preference**

The rights of parents to express their preference for particular schools applies to this protocol, and The Authority's duty to try to meet parental preference will be taken into consideration in its operation and any decisions. Parents also have a right to apply for any school through the normal admission arrangements and will be offered a place by the admission authority if available. The only two exceptions to this are

- 1) in the case of pupils who have been permanently excluded from two schools; and
- 2) where a school has a particularly high concentration of children with challenging behaviour or previously excluded children and one or more of the following exceptional circumstances exists, namely that the school:
  - a) required special measures or has recently come out of them (within the last two years);
  - b) has been identified by Ofsted as having serious weaknesses or requiring significant improvement and therefore given 'notice to improve';
  - c) is subject to a formal warning notice;
  - d) is a Fresh Start school or Academy open for less than two years; or
  - e) is a secondary school where less than 30% of children are achieving 5 or more GCSEs at grades A\*–C.

Any pupil who has a Wokingham address but is excluded from a school out of area should be reintegrated into a WBC school through this protocol, if a preference has been expressed by the parent / carer for a Wokingham school.





**WOKINGHAM  
BOROUGH COUNCIL**

**PROTOCOL FOR  
PLACEMENT OF  
VULNERABLE  
CHILDREN**

**PART OF THE FAIR ACCESS  
ADMISSIONS PROTOCOLS**

## **INTRODUCTION AND TIMETABLE**

The Admissions Forum implemented Protocols for children moving into the area and looked after children in September 2005 for both primary and secondary schools.

Separate Protocols have been developed for the reintegration of excluded pupils and managed transfer of pupils at risk of exclusion.

The aims of this Protocol are to:

- ensure that the needs of vulnerable young people who are not on the roll of any school are dealt with quickly and sympathetically
- reduce the time that difficult to place pupils spend out of school
- ensure that schools admit pupils with challenging educational needs on an equitable basis
- ensure that schools admit a fair share of vulnerable pupils, even those already at or above the published admission number for the year group in question
- be fair and transparent

This Protocol will only be used in exceptional circumstances i.e. where a place cannot be allocated using the Council's normal admission arrangements.

This Protocol will comply with the requirements of the School Admissions Code.

### **Definition of 'vulnerable' for this Protocol**

Children attending PRUs who need to be reintegrated back into mainstream education;

Children who have been out of education for longer than one school term;

Children who parents have been unable to find them a place after moving to the area, because of shortage of places;

Children withdrawn from schools by their family, following fixed-term exclusions and unable to find another place;

Children of refugees and asylum seekers;

Homeless children;

Children with unsupportive family backgrounds, where a place has not been sought;

Children and families known to the Police or other agencies;

Children without a school place and with a history of serious attendance problems;

Traveller children in particular 'highly mobile' families;  
Children who are carers;  
Children with special educational needs (but without a statement);  
Children with disabilities or medical conditions;  
Children returning from the criminal justice system;  
Children of UK service personnel and other Crown Servants;  
Young parents, pregnant girls, homeless children;  
Children from families experiencing domestic violence, who may be resident in a refuge;  
Children placed in emergency foster care (who would also qualify to be dealt with under the protocol for looked after children);  
Children who are looked-after (in the care of a local authority);  
Children who were previously considered looked-after and who have been adopted in the previous three years;  
Children who are subject of Child Protection order or who, in the opinion of a professional involved with the child, is at risk of harm at their current school

Documentation/background information will be required from partner agencies and/or teams within Children's Services to support application for admission under this protocol.

### **Main principles**

In order for the scheme to be successful, the following general principles will apply:

- All schools are required to take part, even if they are responsible for their own admissions
- The local authority (in co-ordination with voluntary aided schools) will continue to admit local pupils who apply for an available place under normal admission arrangements
- The best interests of the child are of paramount importance and must be considered in all decision making
- The school being full in the appropriate year group cannot be cited as a reason for not admitting a pupil under the protocol (with the exception that KS1 class size regulations shall still apply)
- Pupils being placed under a Fair Access Protocol should be given priority for admission over others on a waiting list or awaiting an appeal
- Schools must respond within 5 school days to requests for admission under a Protocol so that the admission of a pupil is not delayed

- Schools should not insist on an appeal being heard before admitting a child under this Protocol
- Schools should not refuse to admit a pupil who has been denied a place at that school at appeal, if the Protocol identifies that school as the one to admit the child
- The placement panel will take account of any genuine concerns about the admission, for example a previous serious breakdown in the relationship between the school and the family
- Wherever possible, parent's views will be considered, but will not override the Protocol if the preferred school is unable to take the pupil
- Wherever possible, pupils with a religious affiliation should be matched to a suitable school but this will not override the protocol if the school is unable to take the pupil, or if the pupil identified for the school does not have that affiliation.

### **How the protocol will work**

A placements panel will be convened on a weekly basis to consider:

- Those applications received by School Admissions who may be considered to fall within another of the above categories
- Pupils identified in the above categories by sections within Children's Services
- Pupils identified in the above categories by partner agencies i.e. Police, Social Services, and by Team around the Child

All necessary paperwork and supporting documentation must be made available to the panel to enable an informed decision to be made without need to defer.

### **General Principles**

The general principle to be followed is that the panel will normally offer a place at the school serving the home address. However, in some cases, more detailed consideration of individual circumstances may be required. This could include parental preference for an alternative school, the distance from the home address to alternative schools, the numbers (and proportionality) of challenging pupils already admitted during the academic year, levels of mobility or whether school has a learning support unit.

Wherever possible, pupils with a religious affiliation should be matched to a suitable church school. With this in mind, Headteachers and governing bodies of all voluntary aided schools are asked to agree a procedure whereby the Headteacher, in consultation with the Chair of Governors, is empowered to make immediate decisions about the placement of a pupil so that there is not a further period of absence from school.

Schools at, or above the appropriate admissions number, will also admit a fair share of these pupils and all pupils will be admitted within 10 school days of the placement being confirmed by the panel. In all cases, the decision of the Panel is final and binding. Children will be admitted under the Protocol to the relevant year group up to a maximum of two places above the school's published admission number for admission in the case of primary schools and relative to the size year group up to a maximum of ten at secondary schools. When a school has reached its admission number in any year group children may only be admitted in accordance with the Protocol, through successful appeal or through Statement of Special Educational Need.

The School Admissions Appeal Code states that independent appeals panels must not treat the admission of children under the Fair Access Protocol as an indication that a further child could be admitted to the school without causing prejudice and must take into account the school's obligation to admit such children throughout the year when deciding to allow any appeals.

Children admitted under Fair Access Protocols are considered excepted under the Regulations in cases where the infant class size limit applies until the start of the next academic year.

An exception will be made to avoid seeking the placement of a vulnerable pupil under this Protocol at a school which:

- a) has already exceeded their admission number by two places (in the case of primary schools) or by ten (in the case of secondary schools) as a result of successful appeals within the academic year
- b) currently has a pupil undergoing a trial period managed move
- c) has been advised of a proposed admission of a child with a statement of special educational needs

A monitoring system will be set up to ensure that numbers are strictly adhered to.

#### Note

In this protocol "parent" means any person who has "parental responsibility" for a child and anyone who currently has care of the child.

### **Implementation and review**

Once approved by the Admissions Forum, the Forum will advise all relevant admission authorities to adopt the Protocol without delay. Doing so constitutes a permitted variation to published admission arrangements. The Forum will regularly review the effectiveness of Fair Access Protocols, and consider whether to issue any revised advice or new versions of the protocols.