

<b>Name</b>	<b>Admissions and Admissions Arrangements Policy</b>
<b>Approved by</b>	<b>Full Governing Body</b>
<b>Policy Created</b>	<b>Dec 2014</b>
<b>Review</b>	<b>1 year</b>
<b>Update Approved</b>	<b>(DATE)</b>
<b>All policies are available to stakeholders either on the Academy website or upon request from the Academy's Main office.</b>	

### **Rationale**

The Academy is aware of the need for all Academies to comply with The School Admissions Code issued under Section 84 of the Schools Standards and Framework Act 1998.

This Code applies to admission arrangements in all schools in England and imposes mandatory requirements and includes guidelines setting out aims, objectives and other matters in relation to the discharge of functions relating to admissions.

### **Introduction**

- 1.1 Applications for places at Manchester Creative and Media Academy will be made in accordance with Manchester Local Authority co-ordinated secondary school admission scheme, details of which will be included in the Authority's booklet "Secondary School Admissions Information for Parents" and on the Manchester admissions website: [www.manchester.gov.uk/admissions](http://www.manchester.gov.uk/admissions).
- 1.2 The Principal and Governing Body of the Academy set the Year 7 places available at 195 with a total capacity for 975 pupils for each academic year.
- 1.3 Where fewer than 195 applications are received in any one year group, the Academy will offer places to all those who have applied, unless the application is defined as an exception (see below).

### **2. Oversubscription**

- 2.1 Where the Academy is oversubscribed with equal preference applications, the following criteria will be applied, in priority order:

#### **Category 1**

Children who are looked after by the local authority and children who were previously looked after by the local authority.

#### **Category 2**

Children for whom the Academy accepts that there are exceptional medical, social or welfare reasons which are directly relevant to attendance at the Academy. Documented social, medical or psychological evidence must be provided in support of the application from an appropriate independent registered professional which sets out why the Academy is the only school that can meet the child's needs or circumstances. Such applications, will have been considered through the In year Fair Admission Protocol (IYFAP).

#### **Category 3**

Children with older brothers or sisters (including adopted siblings, fostered siblings, step siblings and those living as siblings in the same family unit), attending the Academy at the date of the younger child's admissions and living at the same address, as their main, permanent home.

#### **Category 4**

All other children.

2.2 If there are more applications than places at the Academy, the distance a child lives from the Academy will be used to decide who gets places first. We look at the first category that's oversubscribed. Places go to the nearest child in that category first, then to the second nearest, and so on until there are no places left. The distance is measured in a straight line distance from the main address of the child to the centre of the Academy. If responsibility for a child is shared equally, it must be the address of the parent/carer who claims Child Benefit.

2.3 If siblings from multiple births (twins, triplets, etc) apply for a place and the Academy would reach its Published Admission Number of 195 after admitting one or more, but before admitting of all those siblings, the Academy will offer a place to each of the siblings, even if doing so takes the Academy above its Published Admission Number.

### **3. Pupils with a Statement of Special Educational Needs**

3.1 Manchester Creative and Media Academy will, subject to its right of appeal to the Secretary of State in relation to a named pupil, only admit pupils with a statement of special educational need specifically naming the Academy.

3.2 The admission of pupils with a statement of special educational needs will follow the assessment procedure for in year SEND admissions as outlined below. Such assessments will be undertaken by the SEND team in conjunction with any previous school data.

### **4. Waiting List**

4.1 If, in any year, the Academy receives more applications for places than there are places available, the Academy will operate a waiting list via school admissions, which will be reviewed twice a half term.

4.2 The waiting list is open to any parent/carer for his or her child's name to be placed on the list following either an unsuccessful application or an unsuccessful appeal and must enter the list via school admissions.

4.3 A child's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out above.

4.4 Where places in the Academy become vacant, they will be allocated to children on the waiting list (in order of position on that list) in accordance with the oversubscription criteria.

### **5. Appeals**

5.1 Parents/Carers have the right of appeal. All rights to appeal will be outlined by the Local Authority's Admissions Team.

### **6. Making an Application**

6.1 Any parent/carer wishing to apply to Manchester Creative and Media Academy for a place for their child in Year 7 must use the Common Application Form published by the Local Authority in which the applicant resides.

- 6.2 The Common Application Form is available from the offices of your local council. The Manchester Local Education Authority Common Application Form is also available from the Academy's Administration Office or as a document to download from the Academy website at [www.manchester.gov.uk/admissions](http://www.manchester.gov.uk/admissions).
- 6.3 Applications received in any other format will not be considered. Parents/carers may photocopy the form but an original signature is required. Parents/carers are advised to make a copy of the completed form for their own records.
- 6.4 The closing dates for applicants residing in other authorities should be checked with that authority.

## **7. Exceptions**

- 7.1 The School Admissions Code of Practice (2007) sets out the limited and exceptional circumstances in which an application to the Academy will not be accepted.
- 7.2 Exceptions are when the applicant has been excluded from two or more schools or when, in specific circumstances set out in the Code, the applicant is particularly challenging or deemed 'complex'.
- 7.3 Exceptions and referrals back to admissions will be made for those pupils who meet the IYFAP criteria outlined below:  
IYFAP criteria
- Children from the criminal justice system or Pupil Referral Units who need to be reintegrated into mainstream education;
  - Children who have been out of education for two months or more;
  - Children of Gypsies, Roma, travellers, refugees and asylum seekers;
  - Children who are homeless
  - Children with unsupportive family backgrounds for whom a place has not been sought;
  - Children who are carers
  - Children with special educational needs, disabilities or medical conditions (but without a statement)
  - Children with a history of persistent absence (PA)
  - Children who have a history of exclusion and/ at risk of permanent exclusion.
- 7.4 Parents/Carers are asked to seek further information from the school admissions team, if they believe their child falls in to any of the above categories.

## **8. In Year Admissions – please see Appendix 1**

- 8.1 In Year admissions are requests for places in any year group received by the Local Authority or the Academy outside the ordinary admissions process for Year 7 after the beginning of the Autumn term.
- 8.2 Parents/Carers will be required to contact the Local Authority when enquiring about an In Year school place as part of its overall role in co-ordinating admissions. The Local Authority will then ask the Academy whether a place is available and the Local Authority in collaboration with the Academy will then notify parents/carers of the outcome.

- 8.3 If the application is not successful, parents/carers have the right to appeal the decision to an independent Appeals Panel.
- 8.4 The arrangements for those pupils joining the Academy In Year are detailed in Appendix 1 which aims to promote the inclusion of new arrivals and to support all arriving during the school year to achieve their full potential.
- 8.5 For managed move protocols please see Appendix 2.

## In Year Admission Process

### Admissions Process

- A parent/carer who wants a place for their child at Manchester Creative and Media Academy will be required to complete a Request for Admission form. This can be obtained from any of the following:
  - Manchester Creative and Media Academy Administration Office.
  - Manchester City Council offices.
  - Manchester City Council website.
- The completed form is returned to Manchester City Council.
- Manchester City Council Admissions Department produce a twice half termly waiting list of availability at Manchester Creative and Media Academy.
- Where a pupil has specific needs or difficulties, places will be allocated through the Manchester “In Year Fair Admissions Protocol”, of which Manchester Creative and Media Academy is a member.
- Once Manchester Creative and Media Academy has been informed that a named pupil has been allocated a place, it will implement the following procedures to ensure a smooth admission and transition for the named pupils:
  - Contact the previous school/academy attended (if applicable) and send a request for information relating to:
    - Prior Attainment.
  - Attendance Record.
  - Behaviour Record / Log History for the named pupil.
  - SEN status/need and previous support/provision.
- On receiving all requested and relevant information, an admissions discussion is arranged with the pupil, parent/carer, admission team and appropriate member of SLT and/or other relevant bodies, for example SENDCO.
- Admissions discussions times and dates vary dependent on demand for places and the number of pupils referred.
- At the admissions discussion the following will take place:
  - The pupil will be assessed according to need to ensure that an accurate baseline figure has been gauged; for general admissions this will be in the form of a CAT’s test, for EAL pupils this will be in the form of a specified language test, in addition to a maths test, carried out by the EAL department and for SEND specific pupils this will be a focused SEND assessment carried out by the SENDCO and team.
  - A Manchester Creative and Media Academy Admission Form is completed to collect the following information:
    - Prior attendance data.
    - Prior attainment data.
    - Details of any special educational needs, including EAL needs.
    - Any other specific needs the pupil has, including those that would make the pupil vulnerable.
    - Relevant Safeguarding information – private fostering situation, LAC.
    - Proof of parent’s/carer’s relationship to the pupil through a legal document such as a passport/visa.
    - Proof of the pupil’s date of birth.
    - Pupil ethnicity/religion
    - Pupil’s medical history and relevant doctor’s details.

The following information is given to the parents/carers and admitted pupil (signatures, where necessary, are requested during the admission meeting):

- Home School agreement
- Uniform and planner requirements.
- Academy Behaviour Policy.
- Academy routines, expectations and standards.
- Details of how the pupil will be supported through the admissions process and beyond.
- Academy prospectus.
- New Admissions Handbook.
- Data Protection Letter
- Consent to use of photographs
- Photograph of student for SIMS

Parents/Carers will be asked to provide consent for the following (which is fully protected under the Data Protection Act):

- A photograph of the pupil to be taken for ID purposes.
- The pupil's fingerprint to be taken for the 'cashless' dining system.

#### **Post Admissions Appointment Procedure**

- Prior to this date, if all the information above has been available, the following will have been completed by admissions staff and appropriate SLT:
- When joining year 10 or 11, the pupil will receive options advice prior to making choices.
- The pupil information will have been entered into the academy Sims system.
- A pupil timetable will have been generated.
- Academic targets will have been generated.
- Academy staff will have been informed of the details of the pupil to aid integration into lessons via the academy passport.

#### **Protocols for Pupil's/Pupil's First Day/Week**

- The new pupil will arrive on an agreed date at the start of the Academy day 8.45am to be greeted and admitted into the Academy by the Head of Year or Assistant Head of Year and uniform checked and pupil planner provided.
- An initial tour of the Academy will be conducted and the pupil's timetable issued to him/her.
- During their first week, the new pupil will be paired up with a 'Buddy' by the Assistant Head of Year, usually someone within the same form group to help the newly admitted pupil to settle quickly and to become a fully integrated member of the Academy community.
- Pupils identified as having SEND needs, will be referred to the SENDCO for assessment of need, after admission background information has been compiled as outlined above.
- Pupils who are classed as International New Arrivals will be referred to the EAL department for additional testing and assessment of language needs as outlined above.
- Pupils with specific SEND or EAL needs will have a personalised induction into the Academy to best support their specific needs via the Learning Support Unit.

#### **Monitoring**

The monitoring process is as follows:

- During the initial phase, the Head of Year and/or Assistant Head of Year will meet with the new pupil at the end of the first day and will conduct a formal meeting the end of the first week.

- At the end of the first week, parents/carers will be contacted to report back and discuss any issues of concern arising from the pupil's first week in the Academy.
- If a pupil has not settled well, the Head of Year and/or Assistant Head of Year will arrange a meeting with the parent/carer to agree the actions needed to ensure the pupil is able to integrate into Academy life and realise their full potential. This may include identification of other relevant agencies to be involved in supporting the pupil and the production of a Pastoral Support Plan.

### **Managed moves**

- All pupils with current school places within the district authority will be offered a managed move as opposed to a straight forward school admission. This will include:
- A meeting with parents/pupil and a representative from the previous school.
- The collation of previous school data on attainment, behaviour, attendance and any SEND information.
- Parents/pupils/school will be asked to sign Appendix 2 – outlining the expectations of the academy and the timeframe to which the managed move will be reviewed (usually one half term).
- Assessment of need will be identical to an in year admission in line with the Academy in year admission process described above.

## **Manchester Creative and Media Academy Managed Move Agreement**

Manchester Creative and Media Academy follows the Manchester protocol for managed move arrangements. Please see below;

### **Draft MANCHESTER MANAGED MOVES PROTOCOL 2014/15**

#### **1. Rationale of the Managed Move Protocol:**

- 1.1. In certain limited circumstances, it may be appropriate to negotiate a Managed Move to transfer a pupil to another school to ensure the most appropriate educational provision for the individual pupil.
- 1.2. A Managed Move facilitates transfer between schools, but is an agreed, planned and monitored process, following clear procedures as outlined in this protocol, with the schools co-operating in mutually beneficial arrangements to ensure continuity of education and reduce exclusions and or periods of non-attendance at school, and is therefore different from a normal In-Year Transfer.
- 1.3. The general principles underpinning this scheme are that pupil's educational needs are best served in their local school and therefore action should be taken to intervene at the earliest possible point where difficulties are identified. This ensures the greatest chance of success.
- 1.4. It is vital that every school establishes and follows a high quality behaviour management policy providing appropriate training, development and support for their staff seeking external support as appropriate where additional support and guidance may be required.
- 1.5. Throughout this document, when the term 'school' is used, it refers to all maintained schools in Manchester LA including Academies, Free Schools, University Technical Colleges and Studio Schools

#### **2. What is a Managed Move?**

- 2.1. The purpose of a Managed Move is to facilitate a formal process leading to the transfer of a pupil to the roll of a new school.
- 2.2. A Managed Move is one strategy in a toolkit of potential interventions. It is expected that the range of support and intervention strategies available to schools will be deployed before consideration is given to a Managed Move.

- 2.3. Managed Moves are most effective as a tool for **early intervention**.
- 2.4. Managed Moves are a consensual process where all parties (schools, child, parents / carers) must be in agreement.
- 2.5. Managed moves must only be undertaken when it is in the best interests of the child / young person.
- 2.6. Appropriate management of risk and sharing of information must be central to the Managed Move process
- 2.7. The Managed Move process is driven by Schools and Headteachers, not the Local Authority, to help secure the best outcomes for children,. Managed Moves are registered with the Local Authority to ensure equity (managed moves will be recorded alongside IYFAP credits) and avoid suggestions of collusion (particularly where admissions issues are concerned).

### **3. In what circumstances will a Managed Move be appropriate?**

- 3.1. If a pupil is experiencing difficulties which appear to be leading towards permanent exclusion, disaffection or self-exclusion from school **and if all the school's behaviour strategies have been tried and have failed**, then a school and parents may think that a new start at another school might help.
- 3.2. A new start through the agreed Managed Moves process has to be seen as a positive strategy. It is not a punishment or a threat but rather a means of keeping pupils in school and reducing exclusions.
- 3.3. In certain cases, a managed move may be organised as an alternative to permanent exclusion following a one-off serious incident, or other exceptional circumstances.

### **4. When is a Managed Move not appropriate?**

- 4.1. A Managed Move should not be used as an alternative to permanent exclusion, except in exceptional circumstances.
- 4.2. A Managed Move should not be used as a means of by-passing normal admissions processes for Manchester schools.
- 4.3. A Managed Move should not normally be used for a pupil in Year 11. A referral for alternative provision may be appropriate and should be discussed with parents.
- 4.4. A young person subject to a child protection plan should not have a Managed Move unless

this forms part of the plan.

- 4.5. Where a pupil has a Statement of Special Educational Needs, careful consideration must be given to whether it is appropriate to follow the Managed Move process since it could cut across statutory process: where an annual review meeting concludes that the school cannot meet the pupil's needs, the SEN caseworker will apply due process leading to a new school being named in part 4 of the statement. Advice should always be taken from the appropriate SEN Caseworker.
- 4.6. The exception to the above concerns children who are subject to planned 're-integration' moves from special schools back to mainstream. This is a hugely positive step for a young person, and requires appropriate collaboration and support from the schools involved and associated support services before, during and after the move. In this instance an appropriate trial period is involved, with a 'safety-net' mechanism underpinning the whole process. These 'Managed Moves' should be managed by the appropriate Statement Review process however, in general terms, the Managed Move protocols could be appropriately adapted to meet individual requirements, as appropriate.
- 4.7. Where a pupil is Looked After, a Managed Move can only be considered with the full involvement and agreement of the social worker who is responsible for the care plan.

## **5. Main Principles:**

The following principles should be adhered to:

- 5.1. All schools must act in the spirit of partnership and co-operation for the Managed Move arrangements to work. Schools will be honest and open with each other.
- 5.2. Justification for the transfer of pupils in public care will need to be especially strong. If a child is in public care, there must be consultation with the social worker and carer. This should be facilitated by the school's Designated Teacher for Children in Public Care.
- 5.3. It is essential that the full agreement of parents is obtained. The ascertainable views of the pupil to voluntarily undertake a transfer to another school or should also be considered.
- 5.4. It is the collective expectation of both schools and the LA that Managed Moves should be considered prior to any permanent exclusion for cumulative misbehaviour being implemented, thereby demonstrating that all other preventive strategies have been exhausted.
- 5.5. The School Admissions Team at the LA must be informed before a Managed Move is arranged to ensure that the Admissions Code is appropriately adhered to and to maintain an appropriate record of Managed Moves alongside the LA IYFAP statistics, in order to ensure an equitable distribution of challenging pupils. A simple process of copying the LA Admissions Team into all Managed Move correspondence with parents will suffice.

- 5.6. Managed Moves should be seen as a part of a whole school behaviour strategy. The school's behaviour strategy should have been applied and in the majority of cases, the pupil would be expected to be at least at School Action Plus of the SEN Code of Practice and have a Pastoral Support Plan / CAF in place, before a Managed Move is negotiated.
- 5.7. The Managed Move process should form part of a support programme and may also include a Parenting Contract. In certain cases, for example where a Managed Move is organised as an alternative to permanent exclusion following one-off incident, or other exceptional circumstances, the pupil may not have a support programme.

## **6. Arranging a Managed Move:**

- 6.1. A Managed Move request will normally be initiated by the pupil's original (home) school. The home school takes responsibility for initiating a discussion with the pupil's parents regarding the need for a managed move. They must ensure that they have the consent of parents before progressing further with any arrangements. Home schools must have regard for parents' preferences in relation to an alternative (host) school, although it should be explained that no guarantee can be given to establishing a Managed Move with a parent's preferred school.
- 6.2. The home school should then try to secure agreement from an appropriate host school. This agreement 'in principle' is normally secured by the Headteacher / Principal of the home school making direct contact with the Headteacher / Principal of the host school. Headteachers / Principals may choose to delegate this to a nominated representative as appropriate.
- 6.3. Once 'In-Principle' agreement has been received the home school should complete the Managed Move Application Form (Appendix F) and forward it to the target host school along with any appropriate supporting documentation.
- 6.4. Appropriate supporting documentation should include copies of:
- 6.4.1. A Relevant summary of a pupil's educational history including strengths and support interventions / strategies implemented by the school
  - 6.4.2. Any Individual Education Plan / Pastoral Support Plan / CAF details
  - 6.4.3. Attendance record
  - 6.4.4. Timetable and details of courses studied
  - 6.4.5. Behaviour & rewards record
  - 6.4.6. Most recent academic report (Grades / Levels)
  - 6.4.7. Details of any internal or Fixed Term exclusions
  - 6.4.8. Any relevant medical information
  - 6.4.9. Any record of referral to / support from external agencies
  - 6.4.10. If appropriate a copy of the LAC Personal Education Plan or Statement of Educational Need
  - 6.4.11. If appropriate copies of Child in Need or Child Protection planning records

- 6.5. The home school is responsible for managing the paperwork associated with the Managed Move and monitoring the progress of the arrangements.
- 6.6. Within 1 working week of the target host school receiving the above information a meeting should be arranged with the student and parents at the target host school to discuss the Managed Move. If after this meeting the target host school feels that a Managed Move is not appropriate then this should be conveyed to the parent in writing within 48hrs and a copy of the letter sent to the home school. Suggested standard letter at Appendix A
- 6.7. The home school is then responsible for approaching another target school to act as host school.
- 6.8. If after the initial meeting the target host school agrees to offer a managed move then this information should be conveyed to the parent in writing with a copy of the letter sent to both the home school and the Local Authority.
- 6.9. The letter offering a Managed Move should clearly stipulate:
- 6.9.1. The proposed start date of the Managed Move
  - 6.9.2. The initial length of the 'trial period' and the date and time of a review meeting
  - 6.9.3. Three clearly quantifiable targets, which must be met by the student for the trial placement to be considered a success. For example:
    - Target 1: *e.g. Attendance of 95% or better*
    - Target 2: *e.g. To be punctual to school every day of the trial*
    - Target 3: *e.g. To receive no behaviour referrals during the trial*
  - 6.9.4. The registration arrangements for the student during the trial **that the pupil remains on the home (original) school roll and is recorded on the register as receiving education elsewhere.**
  - 6.9.5. See Exemplar Letter at Appendix B
- 6.10. For a Managed Move to be successful it must be agreed by all concerned and must address the particular needs of the pupil. It is recommended that appropriate staff from the home school are involved in the planning of the Managed Move with appropriate staff of the host school as they may be able to offer appropriate support and guidance. It is however, the host school that decides on the nature and length of the trial period and it is the host school that is responsible for monitoring the success of or otherwise of such a trial.
- 6.11. A trial period would usually be 6-8 weeks with a formal review meeting taking place towards the end of the trial period. It is sometimes advisable to begin a trial period in line with the start of a new term or half-term however this may not always be appropriate.

- 6.12. During the trial period the pupil should be dual registered (registration code D) with the home school as the Main school (M), and the host school as the Subsidiary school (S). The host school is responsible for recording the pupil's attendance and chasing up non-attendance. Arrangements must therefore be made for reporting on attendance from the host school back to the home school, and where appropriate the home school should provide support to ensure the attendance of the student at the host school.
- 6.13. During the trial period the parent should meet any additional transport expenses. If the agreed transfer leads to a permanent place at the host school, then the parent may be eligible to apply for support for transport in accordance with LA policy.
- 6.14. The host school is responsible for arranging the review meeting inviting parent/carer, pupil and relevant professionals involved. At the agreed review meeting, a decision must be made to determine whether the child will return to their home school or be admitted to the new host school **on a permanent basis**.
- 6.15. If the trial period is successful then the host school should write to parents to indicate that the Managed Move has been successful. This letter should clearly indicate the date on which the student will transfer to the roll of the host school on a permanent basis, along with any other information the parents require regarding permanent admission. A copy of this letter should then be sent to the home school and the Local Authority. (See Appendix C)
- 6.16. On the agreed date, the child must be removed from the admission register of the home school and added to the admission register of the host school. Any remaining school records should then be transferred. Once this has happened, the host school cannot remove the pupil again, except by permanent exclusion.
- 6.17. If the host school considers that the trial is not successful, against the agreed criteria, then there are two possible options:
- 1) The trial period ends and the pupil returns to the home school.
  - 2) The trial period is extended for another period and an appropriate review meeting set. This should be communicated in writing to parents, home school and the LA. It is not advisable for any trial period to exceed 1 term (15 weeks) in totality and trials should only be extended beyond this, in exceptional circumstances with the agreement of all parties.
- 6.18. If the trial period is not successful the pupil returns to the home school. The host school does not have to go through any exclusion procedures however the Headteacher / Principal must ensure that the parents, home school and Local Authority are notified in writing of the decision to end the trial period giving the date at which the pupil ceased to be on a trial placement.
- 6.19. It is good practice to ensure that the home school is notified verbally in advance of the end date of placement so that appropriate arrangements can be made for a swift return to the home school.

- 6.20. At the end of the trial period the host school should ensure that any educational records / information relating to the student (see list in para 6.4) is copied to the home school. This may be invaluable in planning future support strategies for the individual student.
- 6.21. In exceptional circumstances the host school can end the arrangement at any time but must make suitable arrangements for the pupil to return to the home school so that there will be no delays or confusion.**
- 6.22. Failure of a Managed Move in itself is not normally a sufficient reason to sanction the permanent exclusion of a student from the home school. However, evidence of poor behaviour whilst at the host school on a Managed Move may be taken into account when considering strategies for managing pupil behaviour.

## **7. Monitoring and Evaluation:**

- 7.1. Implementation of the Protocol will be monitored by Manchester LA Admissions Team. Statistical data will be provided to the Secondary Behaviour Partnerships and the Manchester High School Headteachers' Association.
- 7.2. The Protocol will be reviewed in the summer term of the academic year, so that any amendments can be agreed and implemented from the start of the following academic year.
- 7.3. In order to facilitate the effective operation of the Protocol a number of appendices are attached:

## **Appendix A: Exemplar Letter: Refusal of Managed Move Trial**

*3<sup>rd</sup> September 2013*

*Address*

Dear Mr & Mrs Park

**Re: Andy Park (DoB: 08/08/80)**

**‘Managed Move’ to Parrs Wood High School**

Following the recent planning meeting and discussions with staff at *Chorlton High School* I am writing to notify you that we are unable to offer a Managed Move for *Andy* at *Parrs Wood High School*.

The purpose of a Managed Move is to provide an opportunity for a pupil to have a ‘fresh start’ at a new school to support their engagement in learning. Unfortunately given the information we have gathered I feel that *Parrs Wood High School* is not currently in a position to meet *Andy*’s individual needs. As a result a Managed Move at this time would not be appropriate.

I know that *Chorlton High School* will continue to work with you to support *Andy* in his educational provision. I am sorry that we cannot provide any additional support at this time.

Yours sincerely,

A. Shakos

Headteacher

Cc: Manchester LA Integrated Admissions Team

Cc: Home School – Chorlton High School

## Appendix B: Exemplar Letter: Offer of Managed Move Trial

3<sup>rd</sup> September 2013

Address

Dear Mr & Mrs Park

**Re: Andy Park (DoB: 08/08/80)**

### **'Managed Move' to Parrs Wood High School**

Following the recent planning meeting and discussions with staff at *Chorlton High School* I am writing to confirm that *Andy Park* can begin a trial period in respect of a Managed Move with us at *Parrs Wood High School*. The trial period will begin on *Monday 10<sup>th</sup> September 2013* and will last until the *end of October 2013*. *Andy* should report to the reception of the school at *8.30am on Monday 10<sup>th</sup> September* where he will be met by appropriate staff.

The purpose of a Managed Move is to provide an opportunity for a pupil to have a 'fresh start' at a new school to support their engagement in learning. During his trial here *Andy* will be expected to conform to all of *Parrs Wood High School's* expectations, including adhering to our Code of Conduct and our Uniform Policy. In addition, *Andy* will be expected to meet the three individual targets which have been set for him below:

Target 1: *e.g. Attendance of 95% or better*

Target 2: *e.g. To be punctual to school every day of the trial*

Target 3: *e.g. To receive no behaviour referrals during the trial*

During this trial period *Andy* will be supported and monitored by *the Head of Year 10, Mr Darren Casey*. We have set up a meeting for *10am Wednesday 22<sup>nd</sup> October 2013* to review this arrangement and will keep you informed of *Andy's* progress. We hope the trial will be successful for all parties and if so we will then arrange to move *Andy* permanently to *Parrs Wood High School's* roll. If however the trial breaks down at **any time** during this period I am afraid we will bring the trial to an end and *Andy* will need to return to *Chorlton High School*.

**For the duration of the trial period *Andy* will remain on roll at *Chorlton High School* (as main school) and he will be registered at *Parrs Wood High School* as a subsidiary school.**

If you require any further information please do not hesitate to contact me at school.

Yours sincerely,

A. Shakos

Headteacher

Cc: Manchester LA Integrated Admissions Team

Cc: Home School – Chorlton High School

## **Appendix C: Exemplar Letter: Permanent Offer of School Transfer**

*3<sup>rd</sup> September 2013*

*Address*

*Dear Mr & Mrs Park*

**Re: *Andy Park (DoB: 08/08/80)***

### **'Managed Move' to Parrs Wood High School**

Following the recent review meeting and discussions with staff at *Chorlton High School* I am writing to confirm that *Andy's* Managed Move to *Parrs Wood High School* has been successful. As a result I am happy to transfer *Andy* onto the roll of *Parrs Wood High School* on a permanent basis. *Andy* will remain on the roll of *Chorlton High School* until *31<sup>st</sup> October 2013*. He will then transfer to be a permanent student of *Parrs Wood High School* on *1<sup>st</sup> November 2013*.

*Andy* should continue to attend school as has been previously arranged. As a permanent student of our school *Andy* will be expected to conform to all of *Parrs Wood High School's* expectations, including: adhering to our Code of Conduct and our Uniform Policy.....

I enclose a copy of our Parent's Handbook, which provides you with a summary of all relevant information about our school. Further details can be found on our school website.

*Andy* will continue to be supported and monitored in school by *the Head of Year 10, Mr Darren Casey*.

If you require any further information please do not hesitate to contact me at school.

Yours sincerely,

A. Shakos

Headteacher

Cc: Manchester LA Integrated Admissions Team

Cc: Home School – Chorlton High School

## **Appendix D: Exemplar Letter: Extension of Managed Move Trial**

3<sup>rd</sup> September 2013

Address

Dear Mr & Mrs Park

**Re: Andy Park (DoB: 08/08/80)**

**'Managed Move' to Parrs Wood High School**

Following the recent review meeting and discussions with staff at *Chorlton High School* I am writing to confirm that we are willing to extend the trial period of *Andy's* Managed Move with us at *Parrs Wood High School*. The trial period will be extended until the *end of December 2013*.

The purpose of a Managed Move is to provide an opportunity for a pupil to have a 'fresh start' at a new school to support their engagement in learning. During his trial so far *Andy's* progress has been inconsistent and more effort needs to be directed to meeting his targets and conforming to our basic expectations of all students if the Managed Move is to succeed.

During the trial's extension *Andy* will be expected to conform to all of *Parrs Wood High School's* expectations, including adhering to our Code of Conduct and our Uniform Policy. In addition, *Andy* will be expected to meet the three individual targets which have been set for him below:

Target 1: *e.g. Attendance of 95% or better*

Target 2: *e.g. To be punctual to school every day of the trial*

Target 3: *e.g. To receive no behaviour referrals during the trial*

*Andy* will continue to be supported and monitored by the Head of Year 10, Mr Darren Casey. We have set up a meeting for 10am Wednesday 18<sup>th</sup> December 2013 to review this arrangement and will keep you informed of *Andy's* progress. We hope the trial will be successful for all parties and if so we will then arrange to move *Andy* permanently to *Parrs Wood High School's* roll. If however the trial breaks down at **any time** during this period I am afraid we will bring the trial to an end and *Andy* will need to return to *Chorlton High School*.

**For the duration of the trial period *Andy* will remain on roll at *Chorlton High School* (as main school) and he will be registered at *Parrs Wood High School* as a subsidiary school.**

If you require any further information please do not hesitate to contact me at school.

Yours sincerely,

A. Shakos

Headteacher

Cc: Manchester LA Integrated Admissions Team

Cc: Home School – Chorlton High School

**Appendix E: Exemplar Letter: Termination of Managed Move Trial**

3<sup>rd</sup> September 2013

Address

Dear Mr & Mrs Park

**Re: Andy Park (DoB: 08/08/80)**

**'Managed Move' to Parrs Wood High School**

Following the recent review meeting (incident on XXXXX) and discussions with staff at *Chorlton High School* I am writing to confirm that *Andy's* Managed Move with us at *Parrs Wood High School* has been unsuccessful and unfortunately I am having to bring his trial period to an end.

The reason for this decision is that *Andy* has failed to uphold the basic expectations we have of pupils at *Parrs Wood High School* and has failed to meet the targets that were set for him during the period of the trial.

*(Give specific details here if required – it is better if we can be specific!)*

The trial period will finish on *Friday 31<sup>st</sup> October 2013* and he will be removed as a Subsidiary Student from the roll of *Parrs Wood High School* on this date. *Andy* will return to the full time roll of *Chorlton High School* on *1<sup>st</sup> November 2013* and should report to *Chorlton High School* from this date onwards. I have already notified the Headteacher of *Chorlton High School* of this decision.

Thank you for your support and cooperation during *Andy's* time at *Parrs Wood High School*. I am sorry that on this occasion the managed Move process has not been successful.

If you require any further information please do not hesitate to contact me at school.

Yours sincerely,

A. Shakos

Headteacher

Cc: Manchester LA Integrated Admissions Team

Cc: Home School – Chorlton High School

**Appendix F: Managed Move Application Form**

***(See additional attachment)***