

Managed Transfer Agreement

To be completed for all young people subject to a managed transfer into sixth-day provision following notification of a permanent exclusion.

The referring school must previously have completed and submitted an Inclusion Passport for the relevant child.

Excluding/referring School:			
Student's name:		Date of birth and year group:	
UPN:		ULN:	
Parent and carer names, addresses and contact details:			
Reason for the managed transfer request:			
Justification for managed transfer request, including why such an agreement is in the best interests of the child or young person:			

Managed transfer checklist

All conditions must be met unless there are exceptional circumstances.

Criteria:	Please give brief details, including reasons for any no answers:
<i>A notification of intention to permanently exclude has been issued to the parent/carer and LA.</i>	(Yes/No)
<i>The student is not already placed in the sixth-day provision under a dual registration arrangement.</i>	(Yes/No)
<i>The parent or carer has been fully advised that she/he/they are under no obligation to accept the transfer.</i>	(Yes/No)
<i>The parent or carer has been provided with information explaining legal rights and implications in a format appropriate to their ethnicity, language and learning needs?</i>	(Yes/No)
<i>The exclusion is not linked to the absence of specialist assessment and intervention for unmet needs.</i>	(Yes/No)
<i>All possible alternatives have been explored.</i>	(Yes/No)
<i>An Attendance and Inclusion consultation has been completed by a Senior Education Welfare Officer in the Education Inclusion Team.</i>	(Yes/No)
<i>Consultation has been completed with the proposed provision and agreement in principle provided.</i>	(Yes/No)

Record of preventative intervention strategies

Intervention/Assessment type	Date(s):	Please give brief details including impact and outcomes:
<i>Managed move (there must be tangible evidence of action to source a move, such as referral to the Managed Move Forum)</i>		
<i>EP report (including recommendations/implementation of the strategies).</i>		
<i>Evidence of investigation of unidentified need or other targeted assessment, e.g. (Family Early Help, SEND, Children's Social Care, CAMHS, YOS, and Paediatric).</i>		
<i>Copies of any diagnosis and/or assessments written by outside agencies (please attach).</i>		
<i>Individual Education Plan (effectiveness and review of outcomes)</i>		

Intervention/Assessment type	Date(s):	Please give brief details including impact and outcomes:
<i>Pastoral Support Plan (effectiveness and review of outcomes)</i>		
<i>Behaviour Support Plan (effectiveness and review of outcomes)</i>		

Declaration of suitability for managed transfer by senior education welfare officer

Following completion of an attendance and inclusion consultation with contributions from all parties, I am satisfied that the threshold and conditions for a managed transfer have been met, and such a move would be in the interests of the child or young person.

Name of senior education welfare officer:	
Signature(s):	

Written agreement of parties to the managed transfer arrangement

Name of parent/carer(s)*:	
Signature(s):	

* I/we understand that by signing this agreement I/we waive my legal right to challenge the permanent exclusion at an Independent Review Panel.

Name of head teacher of referring school:	
Signature(s):	

Name of head teacher for receiving provision:	
Signature(s):	

Name of Assistant director:	
Signature(s):	