**Managed Move & Managed Transfer**

**Flowchart**

HOME School considering MM could seek further advice from NW AIP

School Discussion

Home and Host to discuss possible managed move and inform the AIP prior to arranging the meeting

*Required action:*

*Required action:*

AIP

RED Case: where possible a home visit to ascertain Parent/Pupil voice.

Home School

To complete

E-Passport for Red and Amber cases only

Using traffic light system

Green cases: e-mail AIP with details for recording purposes

(See key below)

Managed Move Meeting

AIP to attend RED and AMBER cases

Home/Host/AIP/YP/Parent

Home school to complete managed move agreement form.

Copies given to Host school and

AIP

SMART targets

**Red – Initial home visit and twice weekly school visits throughout process**

**Amber – weekly school visits throughout process**

**Green - No AIP support required**

**Red - PEX avoidance (FAP credit issued for successful MM) i.e. placed on roll - Intense support**

**Amber – Break cycle/fresh start with intense AIP support**

**Green - No AIP support required**

Successful

Young Person placed on Host school roll

AIP support continued (outreach visits for up to 2 week period then case closed)

Unsuccessful

Re-inclusion meeting at Home school with AIP support

Review Meeting

* First review at 3 weeks
* Final review at 6 weeks
* Exceptional circumstance-(following a discussion with AIP) extension up to 2 weeks

Other possibilities

(supported by AIP)

Local AIP Provision

External Alternative Provision

Cluster

CNS

Possible referral to SEMH Panel (see guidance)

**Managed Transfers (Year 6 & II only) please follow the same process as above. Please also note that AIP visits will be fortnightly with a six weekly review throughout the remainder of the academic year**