

Report to Schools Forum 8th September 2015
From Mark Patton (Assistant Director – Education)

Item 11: Managed Moves & Mid Term Transfers

1. Introduction

- 1.1 This report provides clarity in respect of the reimbursement of funding between schools for managed moves and mid-year transfers.

2. Background

- 2.1 Local Authorities are no longer permitted under regulations to adjust school budget shares during the year. Other funding adjustments required in year are devolved to schools outside of their budget share. i.e. High Needs top up and Universal Free School Meal funding.
- 2.2 The LA has been asked to clarify if schools are eligible for reimbursement for pupils transferring between schools during the year.

3 The Process

3.1 Managed Moves

There is an existing protocol for reimbursement for managed moves. It is the responsibility of the school transferring the pupil to arrange to transfer the funding, however this has not been followed by schools for a number of years.

- 3.2 An updated Protocol has been issued to the Behaviour & Attendance Partnership for approval. This revision to the protocol proposes the LA will arrange to transfer funding between the two schools. The funding transferred will consist of the prorated AWPU and Pupil Premium. High Needs top up funding will automatically transfer with the pupil.

3.3 Mid Term Transfers

There is currently no process in place for the transfer of funding for mid term transfers. The table below details the number of pupils that moved during the 2014/15 academic year.

School	Managed Moves Received on Roll	Managed Moves returned to home school	Mid Term Transfers
Dyke House	1	6	35
English Martyrs	1	1	24
High Tunstall	8	1	26
Manor	0	2	15
St Hilds	0	0	16
Total	10	9	116

- 3.4 Since there is not a process in place for reimbursement , Schools Forum can decide if they wish to adopt a protocol which transfers the funding in line with the managed moves protocol.
- 3.5 Appendix A shows the latest protocol and the proposed amendment for the transfer of funding. If the proposal is adopted it will be referred to the Behaviour & Attendance Partnership for approval.
- 3.6 Forum members are also asked to consider if the Mid Term Transfer protocol should also apply to Primary Schools.
- 3.7 Should both protocols be agreed, reimbursement of Managed Moves and Mid Term Transfers between schools will be provided as part of the Corporate Finance Buyback. For those schools not purchasing the Buyback but would like the LA to coordinate the reimbursement a charge of £32 will be deducted from the transfer.
- 4. For consideration**
- 4.1 Note the change to the Managed Moves protocol.
- 4.2 Decide whether to implement a Mid Term Transfer protocol and refer the amendment to the Behaviour & Attendance Partnership.
- 4.3 Decide whether the Mid Term Transfer Protocol should apply to Primary Schools.



Appendix A

**LOCAL CO-ORDINATED ADMISSION SCHEME
ADMISSIONS OUTSIDE OF NORMAL TRANSFER ROUND
(In-Year Admissions)
2015/16**

Applying for a school place outside of the normal transfer times

Parents with children of statutory school age who move into or within Hartlepool, or wish to transfer their child to an alternative school, and require a school place outside of the normal transfer times must apply for a school place by completing an in-year application form (MAF) available from the Local Authority (LA) Admissions Team.

If any parent approaches a school directly, the school must advise parents that they need to apply for a school place through the LA and for safeguarding purposes take details of the pupil(s) forwarding this to the LA. All applications (including children attending out of authority schools, private schools, etc.) will be dealt with by the School Admissions Team.

Applications for school places can only be considered up to 3 school weeks prior to the date the place will be required (eg an application for a place at the beginning of May will be considered from mid-March at the earliest). Children **must** be resident within the country before an application can be considered. Service and Crown Personnel are exempt from the above.

Clarity regarding availability of places:

- Head Teachers (or designated staff within the school) must always inform the LA about any potential student movement ie admissions or transfers both in and out of Hartlepool. This will ensure the LA has accurate data regarding the availability of places.
- The LA advises about admissions in accordance with admission criteria.

Application

The application form is in two sections. **PART A** allows parents to apply for any school (excluding independent schools) and to give reasons for their preferences. If schools receive direct applications for parents, the school **must** forward it to the local authority for co-ordination.

The application form will ask the parents for the following information:

- Details of the child for whom the application is being made (address, date of birth);
- Details about the person completing the application (name, address, relationship to child, contact details);
- Name of the child's current school;
- Express up to three preferences in rank order,
- Reasons for their preferences;
- Indicate if the child has a statement of special educational needs; and
- Indicate if the child is currently or previously 'looked after' by a local authority.

The parent should make every effort to have **PART B** completed by the child's current school, information requested includes:

- Attendance
- Special Educational Needs
- Attainment
- Subjects currently being followed by pupil and relevant exam boards if applicable
- Other agency involvement (tick list)

Parents are required to return the completed paper application form to the School Admissions Team. If the form is returned incomplete (eg Part A only completed), the transfer request will still be processed.

Applications for Community or Voluntary Controlled Schools

The Local Authority will ensure that all parents' preferences are logged on the CAPITA ONE admissions database within 5 school days of receipt of application.

If there are more applications than places available, the local authority will apply the oversubscription criteria.

If the LA is unable to meet any of the preferences requested by the parents, a place will be allocated at the school nearest to the child's home address that has a place available unless the child already has a school place within close proximity to their home address. In this case, no alternative offer will be made unless requested by the parent.

The LA **must** inform parents in writing of the outcome of their application. Please note that a child **must** be admitted to the school within 20 school days of receipt of the application by the relevant local authority.

Applications for Academies, Voluntary Aided and Foundation Schools

The Local Authority will ensure that all parents' preferences are logged on the CAPITA ONE admissions database within 5 school days of receipt of application.

The LA will send details of all applications received, including any supplementary information, to the relevant academy, voluntary aided and foundation schools within 5 school days of receipt if the school is shown as first preference, or when we are unable to offer a higher preference*.

Academies, voluntary aided and foundation school's admissions authorities **must** consider all applications without unnecessary delay. The school's admissions authority **must** admit the child if there is a space available (unless exempt under 3.32 of the School Admissions Code). If there are more applications than places available the school's admissions authority are required to apply their oversubscription criteria.

The admission authority should notify the LA its decision.

* Unless a local agreement exists for the LA to undertake this function on behalf of an own admission authority.

Parent's who are refused admission must be offered a right of appeal. Information about the appeals process must be provided in the refusal letter which will be issued on behalf of the governing body/academy trust by the LA. The LA will send a copy to the academy, voluntary aided or foundation school for their records. The LA will then allocate a place at the school nearest to the child's home address that has a place available unless the child already has a school place within close proximity to their home address. In this case, no alternative offer will be made unless requested by the parent.

Children with a Statement of Special Educational Need or Education, Health and Care (EHC) Plan

Children with a current Statement of Special Educational Need or Education, Health and Care (EHC) Plan must be referred to their local Special Educational Needs (SEN) Team. The SEN Team will work with the parents of the child to secure a place at a school where the specific needs of the child can be met. Where a child has a Statement or EHC Plan naming a school, a place will be offered even if the year group is already full.

Looked After Children

Children that are "looked after" by a local authority or previously "looked after" but ceased to be so because they were adopted will receive the highest priority within the admissions policy for Community and Voluntary Controlled schools.

All schools **must** have oversubscription criteria for each 'relevant age group' and the highest priority **must** be given, to looked after children and previously looked after children. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order). Further references to previously looked after children in the Admissions Code means such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after. Oversubscription criteria **must** then be applied to all other applicants in the order set out in the arrangements.

Applications for Children from Multiple Births

In the case of a single place remaining in a Community or Voluntary Controlled school, and the next child to be offered is a twin or other multiple birth the LA will offer a place to the other child(ren) if one of the twins/multiple birth children is offered the last place available and the parent has applied to the same school for the other child(ren). Foundation, Voluntary Aided, Academies/Free Schools should have their own policies on the admittance of twins/multiple births.

Managed Moves

The managed moves scheme which is in operation in Hartlepool will continue. Any applications for casual admission will be dealt with in accordance with the above co-ordinated admission scheme unless it is deemed to fall under the criteria for a managed move.

Financial Reimbursement

When a mid-year transfer has been completed the funding will be adjusted between the two schools on a prorata basis for the remainder of the year. This will be based upon the age-weighted pupil unit (AWPU) plus any specific funding, such as pupil premium. High needs funding will automatically follow the pupil. This applies to all schools including academies. This transfer will be actioned the Local Authority.