

Off-Site Directions & Managed Moves Policy 2026/2027

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Policy Version Control

Academic Year	Amendment / Policy Changes	Section(s) Updated
2025/2026	This policy replaced all previous versions of the LBH Managed Move Policy following legislative and statutory changes relating to Off-Site Directions and Managed Moves.	All Sections
2026/2027	Comprehensive review of the policy to ensure compliance with the Department for Education's revised statutory guidance, Suspension and Permanent Exclusion from Maintained Schools, Academies and Pupil Referral Units in England, including Pupil Movement, effective from 26 July 2026.	All Sections

1. Introduction

- 1.1 This policy sets out the arrangements for the use of Off-Site Directions and Managed Moves that will be operated by the London Borough of Havering in partnership with maintained schools, academies and other educational settings across the borough.

This policy should be read in conjunction with the following;

- School Suspensions and Permanent Exclusions (including pupil movement) Statutory Guidance (DfE, July 2026)
[School suspensions and permanent exclusions -](#)
- Behaviour in Schools: Advice for Headteachers and School Staff (DfE, February 2024) [Behaviour in Schools - Advice for headteachers and school staff Feb 2024](#)
- Education Act 2002 and associated regulations relating to Off-Site Directions, [Education Act 2002](#)
- Children's Wellbeing and Schools Act 2026.
[Children's Wellbeing and Schools Act 2026](#)
- Working Together to Improve School Attendance (DfE, July 2026)
[Working together to improve school attendance: July 2026](#)
- Keeping Children Safe in Education (KCSIE) (DfE, July 2026)
[Keeping children safe in education 2026 \(comes into force from 1 September 2026\)](#)
- Special Educational Needs and Disability Code of Practice: 0 to 25 Years
[SEND Code of Practice January 2015.pdf](#)
- School Admissions Code September 2021 [School admissions code 2021](#)
- LBH Suspensions and Permanent Exclusions Policy 2026/2027
- LBH Reintegration Policy 2026/2027

2. Principles

This policy sets out the principles, expectations and statutory requirements that schools and education providers in the London Borough of Havering must follow when considering an Off-Site Direction and/or a Managed Move. It provides a consistent framework for schools, Governing Boards, Academy Trusts and the Local Authority, in line with current legislation and Department for Education (DfE) guidance. The policy will be reviewed annually and updated as necessary to reflect any changes in legislation, statutory guidance or local requirements.

3. Off-Site Directions

An Off-Site Direction is a preventative intervention intended to support a pupil's engagement, behaviour or welfare by providing **temporary** education at another setting, where this is in the pupil's best interests and likely to improve outcomes while they remain on roll at their school.

- 3.1 Off-Site Directions must not be used for off-rolling pupils or avoiding a school's statutory responsibilities. Any decision to direct a pupil off-site must be made on an individual basis, be in the pupil's best interests, and comply with relevant legislation, statutory guidance, safeguarding requirements and, where applicable, the SEND Code of Practice and School Admissions Code. The views of the pupil and parent/carer must be considered throughout the process.
- 3.2 Schools must ensure that Off-Site Directions are used lawfully, proportionately and only as a temporary intervention to support improved behaviour.
- 3.3 Where an Off-Site Direction is agreed, the home school and receiving provision must agree and document:
 - The purpose and intended outcomes of the placement
 - The educational provision to be delivered
 - Attendance and safeguarding arrangements
 - The duration of the placement and review arrangements
 - Arrangements for monitoring progress; and
 - The planned reintegration arrangements
- 3.4 The pupil remains on roll at, and the responsibility of, the home school throughout the Off-Site Direction. The home school retains responsibility for attendance, safeguarding, educational progress and regular review of the placement.
- 3.5 The Local Authority will continue to work collaboratively with Havering schools to facilitate Off-Site Directions to Alternative Provision through the Inclusions Gateway process. Requests can be made via. [LBH Inclusions Gateway Referral Form - Havering Online Forms - Section 1](#)

Process for Off-Site Directions

Area of Change	2026 DfE Key Changes	What Schools Should Do
Legal framework	The DfE statutory guidance comes into force from 26 July 2026 and includes changes linked to new	Ensure all Off-Site Direction processes, templates and school procedures are updated to reflect the 2026 statutory guidance.

	legislation on off-site direction.	
Use of Off-Site Direction	Off-Site Direction remains a temporary placement used to improve behaviour.	Use Off-Site Direction only where a temporary placement is required to improve behaviour. Do not use it as a substitute for a permanent transfer.
Pupil and parent/carers views	Greater emphasis on considering the views of the pupil and parents/carers when decisions are made about off-site direction.	Record how the pupil's and parent/carers views have been sought and considered before the placement starts.
Written notice and placement details	Identifies mandatory detailed content requirements for written notices and notice arrangements for parents/carers.	Parents/carers must be provided with written notification of an Off-Site Direction, including the purpose, duration and review arrangements, as soon as practicable and no later than two school days before the placement commences.
Planning and maximum period	Off-Site Direction should be a temporary intervention , used only to improve a pupil's behaviour, and should be subject to regular monitoring and review.	The intended duration should be agreed at the outset and should be time-limited, regularly reviewed, and should not continue for longer than is necessary to achieve the agreed objectives.
Dual registration	Pupil is dual registered for the duration of the Off-Site Direction.	Keep the pupil on the home school roll and ensure the correct registration and attendance coding (D) are in place.
Information sharing	Stronger safeguarding and information-sharing expectations before pupil movement, including sharing relevant support and risk information	Schools must share relevant safeguarding, SEND, behaviour, attendance, risk assessment and support information with the receiving school/provision before the placement starts.
SEND and vulnerable pupils	Stronger focus on SEND, equality duties, reasonable adjustments and whether behaviour may be linked to unmet needs.	Schools must provide evidence that appropriate interventions have been considered and that SEND needs, reasonable adjustments, EHCP status, social care involvement, safeguarding concerns and any other vulnerability factors have been fully assessed before an off-site direction is agreed.
EHCP pupils	Where a pupil has	Notify and involve the Local Authority

	an EHCP, the Local Authority should be invited to the relevant review arrangements.	SEND Team via sen@havering.gov.uk Evidence consideration of EHCP provision, SEND needs, reasonable adjustments and safeguarding factors before making the direction.
Review arrangements	Identifies a need for review at relevant intervals in accordance with regulations.	Set frequent review dates at the start of the placement and record outcomes, progress, concerns and next steps after each review. Written outcomes must be shared with parents/carers within six days of each review meeting.
Successful Managed Move following Off-site Direction	An off-site direction can lead to a managed move, but only when the following conditions for a managed move have been met: • Agreement from all parties • Evidence the move is appropriate • Clear support plan • Written Managed Move Agreement • Admissions Position	If, following an Off-Site Direction, the receiving school wishes to admit the pupil but is unable to do so as no vacancies exist, the originating school must submit a referral to the School Admissions Team for consideration under the Fair Access Protocol. Please email: schooladmissions@havering.gov.uk

4. Managed Moves

A Managed Move is a preventative intervention intended to avoid permanent exclusion by securing a **permanent** transfer to another school where this is in the pupil's best interests and is likely to improve their educational, behavioural or wellbeing outcomes.

- 4.1 All Managed Moves must be underpinned by the following principles:
- The welfare, safety and best interests of the pupil must remain the primary consideration.
 - The arrangement must be voluntary and supported by the informed agreement of the pupil, parent/carer, originating school and receiving school, with the pupil's views considered throughout the process.
 - Managed Moves must be lawful, fair, transparent and evidence-based, and must not be used as a form of off-rolling or to avoid a school's statutory responsibilities.
 - Schools must comply with the School Admissions Code, statutory guidance, safeguarding requirements, SEND legislation and relevant multi-agency procedures.
 - Managed Moves are permanent arrangements and must be clearly distinguished from Off-Site Directions, which are temporary interventions.

- 4.2 A pupil must not be suspended or permanently excluded solely because they, or their parent/carer, decline to participate in a Managed Move.
- 4.3 Where a Managed Move is agreed, the pupil must be admitted to the receiving school and placed on roll from the agreed start date. The pupil becomes solely registered at the receiving school from that date and the move must not be treated as a trial period. Managed Moves do not override statutory admissions requirements and must not be used to circumvent admission arrangements, published admission limits or waiting list procedures.
- 4.4 Prior to the move, the originating and receiving schools must share all relevant information necessary to support a successful transition, including attendance, attainment, safeguarding, SEND, social care involvement, risk assessments and any support strategies in place. Where a pupil has an allocated social worker, is looked after, or has additional vulnerabilities, relevant professionals must be involved in planning and decision-making.
- 4.5 Pupils with an Education, Health and Care Plan (EHCP) cannot be permanently transferred through a Managed Move unless the appropriate statutory SEND processes have been completed. Any proposed change of placement must be considered in accordance with the SEND Code of Practice and the EHCP review and consultation process. Schools should seek advice from sen@haverling.gov.uk before progressing a move.
- 4.6 The originating school must notify the Local Authority via inclusions@haverling.gov.uk once the Managed Move has been formally completed to ensure the funding follows the child.

Process for Managed Moves

Area of Change	2026 DfE Key Changes	What Schools Should Do
Purposedo s	Managed Moves are a preventative intervention to support a pupil to remain engaged in education and avoid permanent exclusion where a permanent transfer is in the pupil's best interests.	Consider a Managed Move only where there is clear evidence that a permanent transfer is likely to improve the pupil's educational, behavioural or wellbeing outcomes.
Permanent Arrangement from Day One	A Managed Move is a permanent transfer to another school and must not be used as a trial period or temporary arrangement.	Ensure the receiving school has a vacancy and can admit the pupil through its normal admissions arrangements. The pupil must be placed on roll and become solely registered at the receiving school from the agreed start date.
Admissions and School Roll	Managed Moves must comply with the School Admissions Code and must not override in-year admissions processes, published admission numbers, waiting lists or oversubscription criteria.	Confirm that the admission is lawful before progressing the move. Managed Moves must not be used to bypass admissions arrangements or give priority over pupils on a waiting list.
Voluntary Agreement	Managed Moves must be voluntary and agreed by the parent/carer, pupil (where appropriate), originating school and receiving school.	Obtain informed agreement from all parties and ensure the pupil and parent/carer understand that the arrangement is a permanent transfer.
Pupil Voice	Greater emphasis is placed on ensuring the pupil's views are sought and considered throughout the decision-	Seek, record and consider the pupil's views and retain evidence of how these views informed decision-making.

	making process	
Refusal of a Managed Move	A pupil must not be suspended or permanently excluded solely because they, or their parent/carer, refuse to participate in a Managed Move	Ensure any suspension or permanent exclusion decision is based on the statutory exclusion threshold and supported by evidence.
Information Sharing	Stronger expectations have been introduced regarding the sharing of safeguarding, attendance, attainment, SEND and risk information before a Managed Move takes place.	Share all relevant information with the receiving school before the move begins, including safeguarding concerns, risk assessments, attendance, attainment, SEND information and current support strategies.
Safeguarding and Vulnerable Pupils	The guidance strengthens expectations for pupils with additional vulnerabilities, including those with social workers, looked-after children and pupils with SEND.	Involve relevant professionals in planning and decision-making, including social workers, the Virtual School, SEND services and safeguarding leads where applicable.
Pupils with EHCPs	Pupils with an EHCP cannot be permanently transferred through a Managed Move unless the appropriate statutory SEND processes have been completed.	Seek advice from sen@havering.gov.uk before progressing a Managed Move. Any change of placement must follow the EHCP review, consultation and amendment process.
Avoiding Off-Rolling	The guidance reinforces that Managed Moves must not be used as a means of off-rolling or avoiding a school's statutory responsibilities.	Be able to demonstrate that the move is lawful, reasonable, proportionate, transparent and in the pupil's best interests.
Completion and Local Authority Notification	Local authorities should be informed when a Managed Move has been formally completed.	Notify the Local Authority via inclusions@havering.gov.uk once the pupil has been admitted and placed on roll at the receiving school.
Records and Transfer of Information	The guidance reiterates the importance of prompt and secure transfer of records when a pupil moves school.	Complete the Removal of pupil from school register School support London Borough of Havering and transfer the pupil's CTF, safeguarding records and all relevant educational information securely and without delay, in accordance with statutory requirements.

5. Funding

- 5.1** Where a Managed Move results in the pupil becoming solely registered at the receiving school, funding will transfer from the originating school to the receiving school on a pro-rata basis from the agreed transfer date, in accordance with Local Authority funding arrangements.
- 5.2** To facilitate the funding transfer, the originating school must notify the Local Authority of the completed Managed Move by emailing inclusions@havering.gov.uk, confirming the pupil's start date and receiving school. The Local Authority will calculate and process the funding adjustment in line with local funding procedures.