

Q: What happens at an induction meeting?

A: You will be invited with your child. The Specialist Education Welfare Officer will also attend. This is a formal meeting to discuss expectations. This is an opportunity to raise any concerns and put plans in place to make the placement successful.

Q: Can the parent or pupil withdraw from the process?

A: Yes; where this happens school and Secondary Placement Panel will be informed. The Specialist Education Welfare Officer will also make sure that the parents and the pupil understand the implications of withdrawing from the process.

Q: What happens if the placement is at risk?

A: The Specialist Education Welfare Officer will work with your child and the school to give the placement the best chance of being successful. Sometimes it is helpful for a member of staff from the original school and the new school to meet with the parent and pupil to discuss the situation and establish expectations.

Q: What happens if the placement breaks down within the first 12 weeks?

A: The pupil will return to the original school. A re-integration meeting will be arranged as soon as possible to make sure education is not missed.

Q: Will I be entitled to help with transport and uniform?

A: If you receive certain benefits and the new school is more than 2 miles away from home, you will be entitled to a free bus pass. If the new school is more than 3 miles away from home, your child will qualify automatically.

For more information, please contact:
In Year Fair Access IYFA@derby.gov.uk
Genevieve Gordon **07812 300971**



Admissions Managed Moves

A guide for parents and carers

In Year Fair Access
Secondary Schools



Derby City Council

What is an Admissions Managed Move?

An Admissions Managed Move takes place when an In-year admissions request has been made to a school where there are places. If concerns are raised by admissions or the receiving school regarding behaviour, the application may be put on hold and referred to the Secondary Placement Panel for consideration.

An Admissions Managed Move **must** not be used by schools to persuade parents or carers to move a child to a new school or to change the placement of a pupil who has an Education Health Care Plan (EHCP).

If concerns have been raised, the Admissions Managed Move process will be explained fully to the parents or carers before consideration is made by Secondary Placement Panel.

Secondary Placement Panel meetings generally take place twice a month and are attended by three representative Secondary Head Teachers and representatives from the Local Authority.

If the application is approved there will be a 12 week trial, during which time the pupil will remain on the roll of the original school.

- Home visit from the Specialist Education Welfare Officer.

Step by Step guide

- Application presented to the Secondary Placement Panel — Only if concerns are raised by the Admissions team or the receiving school.
- If agreed by the Secondary Placement Panel — Parent or carer will be notified as well as the new school.
- Contact will be made by the Specialist Education Welfare Officer—either on a home visit, by telephone or at the new school. This visit may occur before or after the Secondary Placement Panel meeting.
- School approached with application— It can take up to 10 school days for the induction meeting to be arranged and a start date to be provided. After this, the 12 week period will begin.
- Induction Meeting - The parent or carer and the pupil will visit the new school, supported by the Specialist Education Welfare Officer and a member of staff from the original school to support the transition.
- Reviews—There will be at least two review meetings during the 12 week period. The parent or carer, the pupil, and both schools will attend, supported by the Specialist Education Welfare officer. Reviews are usually held after

6 and 12 weeks, but timings may vary and interim reviews may be arranged if needed.

- If, during the first 12 weeks, the placement is successful the pupil will be confirmed on the new school roll. The pupil will then be removed from the previous school's roll.

Frequently Asked Questions

Q: Can I choose a school?

A: Where possible, Secondary Placement Panel will agree to the school applied for. If a different school is offered, reasons will be provided for this decision. The final decision will be made by the Secondary Placement Panel. All circumstances will be considered to ensure the child's needs are met.

Q: When will I be informed of which school Secondary Placement Panel have chosen?

A: You will be informed as soon as possible after the Secondary Placement Panel meeting. At this point the Specialist Education Welfare Officer will begin to liaise with the new school and then organise a mutually convenient time for an introductory meeting and induction.