Relevant guidance:

* [Suspension and permanent exclusion from maintained schools, academies and pupil referral units in England, including pupil movement - from September 2023](https://www.gov.uk/government/publications/school-exclusion)

Relevant excerpts:

* *“A managed move is used to initiate a process which leads to the transfer of a pupil to another mainstream school permanently. Managed moves should be voluntary and agreed with all parties involved, including the parents and the admission authority of the new school. If a temporary move needs to occur to improve a pupil’s behaviour, then offsite direction (as described in 36 to 47) should be used. Managed moves should only occur when it is in the pupil’s best interests.”*

Paragraph 48:[Suspension and permanent exclusion from maintained schools, academies and pupil referral units in England, including pupil movement - from September 2023](https://www.gov.uk/government/publications/school-exclusion)

* *“Managed moves should be offered as part of a planned intervention. The original school should be able to evidence that appropriate initial intervention has been carried out, including, where relevant, multi-agency support, or any statutory assessments were done or explored prior to a managed move.”*

Paragraph 50:[Suspension and permanent exclusion from maintained schools, academies and pupil referral units in England, including pupil movement - from September 2023](https://www.gov.uk/government/publications/school-exclusion)

* *“If a parent believes that they are being pressured into a managed move or is unhappy with a managed move, they can take up the issue through the school’s formal complaints procedure with the governing board and, where appropriate, the local authority.”*

Paragraph 50:[Suspension and permanent exclusion from maintained schools, academies and pupil referral units in England, including pupil movement - from September 2023](https://www.gov.uk/government/publications/school-exclusion)

Suggested wording:

*(This suggested wording is a guide. You might need to make amendments to fit the individual circumstances of the pupil in question).*

I am writing to provide you with some information about name of young person’s exclusion from name of school.

Schools can choose to offer a pupil a fresh start at a new school by using a process called a “managed move”. A managed move is a voluntary agreement between parents and schools. It involves a student being enrolled in two schools for a “trial period”. The terms of the trial period will be included in a type of behavioural contract that name of young person would need to agree to.

At the end of the trial period name of young person will, if successful, move onto the new school’s register and continue their education. If they were not successful, they will move back to name of current school.

You should be aware that no school is meant to use the threat of exclusion to pressure families into accepting a managed move. If you choose to challenge the school exclusion instead, you should not be criticised for not accepting a managed move. Any decision about name of young person’s education can only be a choice for them and you. You should feel free to make that choice without pressure from the school.

However, I must reiterate that challenging a school exclusion can be difficult, and relatively few challenges are successful. If you want to explore the possibility of a managed move, then this may be a good way to avoid the exclusion altogether as the managed move takes its place. Please keep in mind that we cannot force a school to undertake a managed move; if they refuse, we will need to challenge the permanent exclusion through the governing board hearing.

I look forward to receiving your thoughts.