



## How to Record an Exclusion

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### Applicable to SIMS .net version

7.104 onwards.

### Permissions required

You must be a member of any of the following user groups in System Manager to run this function:

*Administration Assistant, Admissions Officer, Returns Operator, School Administrator, Senior Management Team.*

### Introduction

Excluding a pupil/student from school is usually only considered when all other options have been explored without success. The decision to exclude a particular pupil/student can be made if they have committed a serious breach of the school's behaviour policy and if, by remaining in the school, they would seriously impair the education or welfare of others.

There are some exceptional circumstances where pupil/students can be excluded for a first or one off offence. These include:

- serious actual or threatened violence against another pupil/student or member of staff
- sexual abuse or assault
- supplying illegal drugs
- carrying an offensive weapon

Schools are within their rights to report the situation to the police if a criminal offence has taken place. It may also be considered appropriate to notify Social Workers or Educational Psychologists. The decision to exclude a pupil/student can only be made by the Head Teacher or the acting Head. Exclusions cannot be open-ended, they must either be for a fixed period or enforced as a permanent measure.

Permanent exclusions and any fixed period exclusions of longer than 5 school days, (singly or cumulatively) must be reported to the school governors and to the Local Authority (LA). If an exclusion will result in the pupil/student missing a public examination, then this must also be reported to the school governors and to the LA.

All other exclusions should be reported to the school governors and to the LA, once a term. Recording exclusions is particularly important for the School Census returns and it is therefore important to keep this data up to date.

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*NOTE: If a pupil/student will be excluded from school for a period of 15 or more consecutive days, the Head Teacher must organise the creation of an Individual Education Plan for the pupil/student on their return to school.*

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## Recording an exclusion

1. Select **Focus | Pupil (or Student) | Exclusions** to open the **Find Exclusions Student** browser.

The screenshot shows the 'Find Exclusions Student' browser window. It features a search bar with 'smith' entered in the Surname field. Other filters include Year Group, Class, House, Status (Current), and Tier. Below the search fields is a table listing pupils with columns for Name, Year Group, Class, House, Gender, and Admission Number. The first row is highlighted.

Name	Year Group	Class	House	Gender	Admission Number
Philips, Sofia	2	2JB		Female	000695
Smith, Tony	R	ASH		Male	000902
Smith, Callum	3	3CB		Male	000646
Smith, Erica	R	0AK		Female	000903
Smith, James	2	2JB		Male	000763
Smith, Jason	5	5DT		Male	000353
Smith, Jonathan	R	PINE		Male	000909

2. Search for the pupil/student who you will be recording the exclusion against, and then click the **Open** button to display the **Exclusion Details** page which shows any exclusions that have been previously recorded.

The screenshot shows the 'Exclusion Details: Tony Smith' page. It includes a table for 'Exclusions' with columns for Academic Year, Term, Start Date, End Date, Length, Exclusion Type, and Exclusion Reason. There are 'New', 'Open', and 'Delete' buttons on the right side of the table.

Academic Year	Term	Start Date	End Date	Length	Exclusion Type	Exclusion Reason
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3. Click the **New** button adjacent to the **Exclusions** panel to display the **Add Exclusion** dialog.

The screenshot shows the 'Add Exclusion' dialog box. It is divided into several sections: 'Exclusion Details' (Type: Fixed Term, Reason: Physical assault against a pupil, Start Date: 06/03/2006, End Date: 06/04/2006, Length School Days: 24.0), 'Discipline Committee' (Committee Date: 30/03/2006, Committee Result: Exclusion Stands, Parents Representation: checked), 'Appeal Details' (Appeal Received: unchecked), and 'Notes/Documents' (empty table). There are 'OK' and 'Cancel' buttons at the bottom.

4. Select the **Type** of exclusion (such as **Fixed**) and **Reason** for the exclusion (such as **Bullying**) from the drop-down lists provided.

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*NOTE: Pupil/students whose behaviour at lunchtime is often disruptive can be excluded from the school premises for the duration of the lunchtime period. This constitutes a fixed term exclusion, equivalent to one half of a school day. Select **Lunchtime** as the **Type**, **AM** as the **Start Time** and the same date in the **Start Date** and **End Date** fields.*

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5. Enter the exclusion **Start Date** (the date that the pupil/student was asked to leave the school by the Head Teacher) and **End Date** if the exclusion is for a fixed term. Alternatively, click the appropriate **Calendar** buttons to select the required dates.



Calendar button

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*NOTE FOR WELSH SCHOOLS: Schools in Wales can enter exclusions in multiples of 0.25 days by selecting the **Part Time Exclusion** check box.*

*The **Start Date** and **End Dates** must reflect the exclusion length accurately. For example, a pupil/student may be excluded for 0.75 days and this may represent lunchtime exclusions over a period of three days, so the **End Date** must be recorded as three days after the **Start Date**.*

*In order to enter a 0.25 lunchtime exclusion, manually edit the 0.50 figure that first appears in the **Length School Days** field when the **Calculate** button is clicked (ensure that the **Part Time Exclusion** check box is selected).*

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6. Select the **Start Time** of the exclusion (either **AM** or **PM**). Click the **Calculate** button to generate the **Length in School Days** automatically.

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*NOTE: If the pupil/student is excluded after morning registration, the exclusion will not take effect until the afternoon. For half day exclusions therefore, select **AM** with the same **Start Date** and **End Date**. If the pupil/student is excluded in the afternoon, select **PM** with a **Start Date** and **End Date** of the following day. The exclusion will not take effect until the following school day.*

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7. Enter any relevant **Comments** relating to the incident and specify details of any external **Agency Involved** if appropriate, e.g. Social Services, Police, etc.
8. In the **Discipline Committee** panel, enter the date of the Discipline Committee hearing in the **Committee Date** field or click the **Calendar** button and select the required date.

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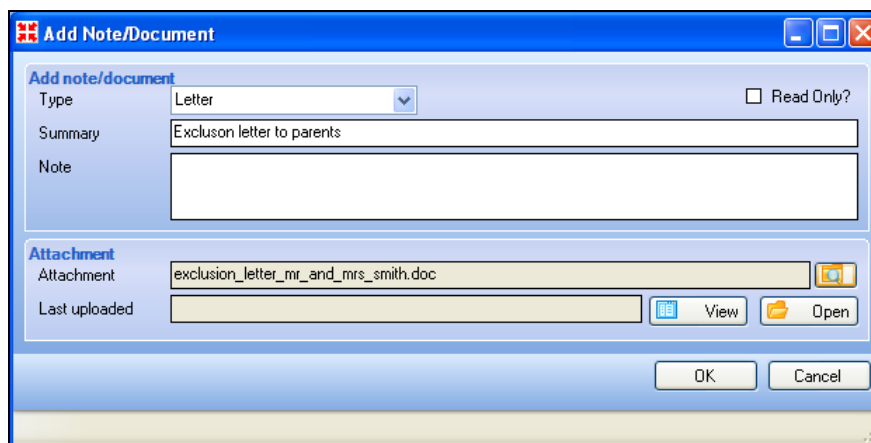
*NOTE: If required, contact your Local Authority for guidance on when a Discipline Committee should meet.*

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9. Select the outcome of the Discipline Committee hearing from the **Committee Result** drop-down list (either **Uphold Exclusion** or **Reinstate from Exclusion**).
10. If the excluded pupil/student's parents have made representation to the Discipline Committee, select the **Parents Representation** check box.
11. Enter a **Reinstatement Date** if applicable. You can only enter a date in this field if **Reinstate from Exclusion** is selected in the **Committee Result** drop-down list.
12. The **Appeal Details** panel is only applicable for permanent exclusions and is only enabled if the exclusion is permanent and the Discipline Committee have already met.


If an appeal is lodged, select the **Appeal Received** check box and enter the **Appeal Date** (or click the **Calendar** button and select the date). When known, select the **Appeal Result** from the drop-down list, together with the **Result Date**.

13. If required, enter any additional notes or attach any applicable documents by clicking the **New** button adjacent to the **Notes/Documents** panel to open the **Add Note/Document** dialog.



This can be particularly useful for recording more detailed information about the event (in the **Notes** section) and/or attaching documents such as letters to parents, statements from teachers, etc.

- To add a note, select the **Type** from the drop-down list and complete the **Summary** and **Note** fields as required.
- To attach a document, click the **Browse File** button adjacent to the **Attachment** field and select the required file.

 *Browse File button*

- Select the **Read-only** check box to prevent other users from editing the note/attachment.
  - Click **OK** to save the note/attached document.
- Please see the Help Sheet entitled *Adding Notes and Attaching Documents* for more information.

14. Click **OK** to save the details and close the **Add Exclusion** dialog. A summary of the new exclusion will be displayed on the **Exclusion Details** page.

Academic Year	Term	Start Date	End Date	Length	Exclusion Type	Exclusion Reason
Academic Year 2005/2006	Summer Term	12/07/2006	14/07/2006	3	Fixed Term	Bullying

The total number of excluded days in this academic year is displayed at the bottom of the page and must not exceed 45 days.

15. Click the **Save** button on the toolbar to save the exclusion.

### **Note on permanent exclusions**

If a pupil/student has been permanently excluded, once any appeal process has been completed and you know that they will not be returning to your school, you should record them as a leaver as described in the *How to Record Leavers* help sheet (SupportNet Resource Number 11162).

To ensure that information required for statutory returns, such as the School Census, is accurate and up to date, ensure that the following information has been recorded **before** making them a leaver:

- In Care Indicator
- SEN Provision
- Ethnicity
- Ethnic Source
- Part-time Indicator
- Date of Arrival
- Date of Leaving

## For more information, please refer to:

- *Managing Pupil/Students in SIMS .net* handbook.
- *How to Add Notes/Attach Documents* help sheet (SupportNet Resource Number 9076).
- *Managing Pupil/Students in SIMS .net handbook* (double-click **Managing Pupils** on the **Documentation** shortcuts panel in SIMS .net)

All handbooks can be accessed from the **Documentation Centre** which is launched by clicking the **Documentation** button on the **Home Page** in SIMS .net. Once open, click the **Handbooks** button and select the required handbook from the **Handbooks** page.

A sample selection of help sheets are available from the **Documentation Centre** in SIMS .net which can be accessed by clicking the **Documentation** button on the toolbar, then clicking the **Help Sheets** button. All available help sheets can be obtained from our SupportNet home page (<http://support.capitaes.co.uk>) by clicking the **Documentation** button, then selecting **Help Sheets** from the **Categories** drop-down list.

## Training courses

For information on training courses, please contact your SIMS Support Provider.

## Providing feedback on this help sheet

If you have any suggestions or comments about this or any of our other help sheets, please email [helpsheets@capita.co.uk](mailto:helpsheets@capita.co.uk).

## Help sheet revision history

Doc. Version	Change Description	Date
1008-001	Initial Release	17/08/05
1008-002	Updated to include corrected note on dealing with part-time exclusions	02/09/05
1008-003	Updated to include important note on changed definition of exclusion start date which came into effect on 1 <sup>st</sup> September 2005	21/09/05
1008-004	Updated to reflect SIMS .net new look released with 7.78 plus some general improvements to text.	01/08/06
1008-005	Updating to include updated advice on the information that should be recorded prior to a permanent exclusion to ensure correct School Census data.	15/09/06
1008-006	Updated cross references to new handbook location.	03/11/08