

CAPITA



Exclusions

last updated for the One Autumn 2014 (3.55) release

Product Notes



These notes list all the strategic changes in the EXCLUSIONS module and are intended to brief all users about the system.

Capita Children's Services take the security of the software supplied and access to data extremely seriously. The accompanying release has been through a thorough penetration testing process undertaken by an independent third party security consultancy and no major issues have been reported. If for any reason any security vulnerability is found in our software by a customer via their own penetration testing process against a production environment this should be reported to the One Service Desk in the first instance. This will then be escalated immediately to the appropriate Product Manager as a high priority case for review and, if appropriate, resolution.

To contact the Service Desk:

Please log a case via MyAccount

Telephone: 0870 2411 323

Please ensure that all the relevant sections are distributed to the appropriate section heads.

For those using the One Online Web Servers: Please allow advance notice of at least three (3) working days for One Technical Services to apply the new One Online software release to the Web-Server(s). Please raise an upgrade request through the One Service Desk stating when you are planning your One upgrade, the version you are upgrading to and whether this is for Test or Live. One Technical Services will schedule this work for you and get in touch leading up to the change to ensure that all is in place to go ahead.

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
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Reference Guides

A number of reference guides have been produced to assist you with the processes in **v4 | Exclusions**. These reference guides can be found on the **One Publications website | v4 | Reference Guides** and also via **SupportNet | Documentation | Category – One Reference Guides**.

 As we are working on the latest reference guides it may be necessary to make amendments to existing ones, so it is advisable to check that you have the latest version available. For example:
This guide is based on the version of the software (3.50) in use at the time of publication

ICS Reference Guides

Adoption

- RG_Exclusions_Exclusion Detail
- RG_Exclusions_Exclusion Inclusion
- RG_Exclusions_Exclusion Summary
- RG_Exclusions_Maintain AWPU

Exclusions Autumn 2014 Release (3.55)

Exclusions – NAW Returns

Exclusion Reports Yearly Changes

The Welsh Government (WG) requires annual returns of student exclusion details from each Local Authority. Reports are provided to produce historical comparison as required. This information is obtained using the following reports in One v4:

- NAW Return - Annual Fixed Term Exclusions
- NAW Return - Annual Permanent Exclusions
- NAW Return - Fixed Exclusions
- NAW Return – Permanent Exclusions

The reports are stored in the **v4 folder | CCS Enterprise Report Server | Report Definition Repository | Exclusions Management Reports Wales**.

These reports are only available for locale 3 authorities.

Exclusion records are grouped separately for annual fixed term exclusions and for annual permanent exclusions. The reports are located in One v4 Client via **Focus | Analysis Reporting | Report | Report Definition Repository | Exclusions Management Report Wales**.

The **Term** parameter is no longer available in the **Report Parameter Wizard** screen for the annual reports; it is only available for the termly reports.

For 2013/14 the following changes have been made:

The academic year **2013/14** is now available in the **Parameter Name: Academic Year** drop-down in the **Report Parameter Wizard** for all the reports.



The screenshot shows a window titled "Enter value for the parameter". Inside, it says "Parameter Name: Academic Year". There is a dropdown menu with "2013/14" selected and highlighted with a red box. Below the dropdown, it says "or select a custom value" and there is a text input field containing "2013/14".

NAW Return - Annual Fixed Term Exclusions

The **NAW Return – Annual Fixed Term Exclusions** report collects all **Fixed, Lunchtime** and **Reinstated** exclusions and includes all exclusions, whether subject to appeal or not, for the respective academic year.

If **2013/14** is selected in the **Parameter Name: Academic Year** drop-down in the **Report Parameter Wizard**, the report includes annual fixed exclusions for 2013/14.

The year value displays as **2013/14** when the report is generated for 2013/14.

| Exclusions Return for LEA 664 - Year 2013/14 | | | |
|---|-----------------|----------|----------|
| Fixed Exclusions - Table 1 - Exclusions by School Type | | | |
| | 6 days and Over | | Total |
| | Boys | Total | |
| PRI - Lower School | 1 | 1 | 1 |
| SEC - Secondary | 1 | 1 | 1 |
| Total | 2 | 2 | 2 |

| Fixed Exclusions - Table 2 - Exclusions by Ethnic Background | | | |
|---|--|--|--|
|---|--|--|--|

NAW Return - Annual Permanent Exclusions

The **NAW Return – Annual Permanent Exclusions** report collects only **Permanent** exclusions and includes all exclusions, whether subject to appeal or not, for the respective academic year.

If **2013/14** is selected in the **Parameter Name: Academic Year** drop-down in the **Report Parameter Wizard**, the report includes annual permanent exclusions for 2013/14.

The year value displays as **2013/14** when the report is generated for 2013/14.

| Exclusions Return for LEA 664 - Year 2013/14 | | | |
|---|----------|----------|----------|
| Permanent Exclusions - Table 1 - Exclusions by School Type | | | |
| | | | Total |
| | Boys | Total | |
| SEC - Secondary | 1 | 1 | 1 |
| Total | 1 | 1 | 1 |

| Permanent Exclusions - Table 2 - Exclusions by Ethnic Background | | | |
|---|--|--|--|
|---|--|--|--|

NAW Return - Fixed Exclusions

The **NAW Return - Fixed Exclusions** report generates the termly (autumn, spring and summer) **Fixed** exclusions. This report collects **Fixed**, **Lunchtime** and **Reinstated** exclusions and includes all exclusions, whether subject to appeal or not, for the respective academic year.

If **2013/14** is selected in the **Parameter Name: Academic Year** drop-down in the **Report Parameter Wizard**, the report includes termly fixed exclusions for 2013/14.

The year value displays as **2013/14** when the report is generated for 2013/14.

| Exclusions Return for LEA 664 -SPR 2013/14 | | | |
|---|-----------------|----------|----------|
| Fixed Exclusions - Table 1 - Exclusions by School Type | | | |
| | 6 days and Over | | Total |
| | Boys | Total | |
| PRI - Lower School | 1 | 1 | 1 |
| Total | 1 | 1 | 1 |

| Fixed Exclusions - Table 2 - Exclusions by Ethnic Background | | | |
|---|--|--|--|
|---|--|--|--|

NAW Return – Permanent Exclusions

The **NAW Return – Permanent Exclusion** report generates the termly (autumn, spring, summer) **Permanent** exclusions. This report collects only **Permanent** exclusions and includes all exclusions, whether subject to appeal or not, for the respective academic year.

If **2013/14** is selected in the **Parameter Name: Academic Year** drop-down in the **Report Parameter Wizard**, the report includes **Permanent Fixed** exclusions 2013/14.

The year value displays as **2013/14** when the report is generated for 2013/14.

| Exclusions Return for LEA 664 -SPR 2013/14 | | | |
|---|----------|----------|----------|
| Permanent Exclusions - Table 1 - Exclusions by School Type | | | |
| | | | Total |
| | Boys | Total | |
| SEC - Secondary | 1 | 1 | 1 |
| Total | 1 | 1 | 1 |

| Permanent Exclusions - Table 2 - Exclusions by Ethnic Background | | | |
|---|--|--|--|
|---|--|--|--|

v4 Online

Resolved Knowledge Base Issues

KB405265 - Incorrect warning message

v4 Online | Student | Exclusions Link | Exclusion Summary | [New]

The warning message displayed when entering a value in to the Excluded Days Offset that equals the excluded value has been corrected. It now says:

Excluded Day offset should not be greater than or equal to Duration Days

KB406040 - Unable to create/update exclusions online due to error message 'You must enter a start date' unless delete students FSM history

When an exclusion record is created or updated in v4 Online, One no longer validates the student's FSM details prior to saving the exclusion record. Therefore, this error no longer occurs.

v4

Resolved Knowledge Base Issues

KB404827 - Excluded Days are not being calculated correctly if there are two entries for the same base in the school history

Exclusions now uses the **Days per week** value from the correct school history record if multiple school histories exist for the relevant base against the student. If an exclusion spans two school history records for the same school, the **Days per week** value from the school history record covering the exclusion start date is used for the entire exclusion.

KB404830 - Incorrect census used for the 'Include next financial year if after census' process

Focus | Services | Exclusions/Inclusions Setup | Maintain Defaults

Previously, the **Include next financial year if after census** process did not use the correct dates. This process has been changed so that One uses the first Thursday in October for English LAs and the third Tuesday in January for Welsh LAs

Exclusions Summer 2014 Release (3.54)

v4 Client

Resolved Knowledge Base Issue

KB403554

Error 'Term is required. Check one is defined for this Base (or Default Base) and Start Date' even though a default base has been set up

Previously, the default base was not used for exclusions. In this release the default base terms are now used when the base on the exclusion does not have a relevant term present.

v4 Online

Resolved Knowledge Base Issue

KB403879

Users are unable to add a linked document to a newly created exclusion in Exclusions online

Previously there was no ability to add linked documents to a new exclusion record within v4 Online without first exiting and returning to the same exclusion. In this release, after saving a new exclusion, the **Linked Document** panel now appears without the need for re-opening the record.

KB404426

There is no functionality to record a continuous period of half day exclusions

A new field, **Excluded Days Offset**, has been created to enable users to input a value that will be removed from the calculated **Excluded Days** when saved or when the **Excluded Days** recalculation icon is used.

The purpose of this offset is to enable users to correctly record the actual number of excluded days where the calculation appears incorrect e.g. to allow for half days, school closures, etc.

This new field is called EXC_DAYS_OS and is on the EXCLUSIONS table. This new field is called @DURATIONDAYSOFFSET within Quick Reports and has been added to the Audit Log.

If the previously saved **Excluded Days** value does not match the new calculated **Excluded Days** value then the following warning message will be displayed:

The current Excluded Days will change from XX to YY unless the Offset field is set to ZZ. Do you wish to continue?' [Yes] | [No]'

Where ZZ is the suggested Offset you should use if the original value of the **Excluded Days** field was correct and you wish to keep that value for the record.

Unfortunately, in v4 Online there is an incomplete warning message which appears when the **Excluded Day Offset** is the same as or bigger than the **Duration Days**. The message currently states:

Excluded Day offset should not be greater than Duration Days.

However it should state:

Excluded Day offset should not be greater than or equal to Duration Days.

The functionality and validation in this area are working correctly, it is only the message that is incorrect. The message is planned to be corrected in the 3.55 (Autumn 2014) release of One.

Exclusions Spring 2014 Release Service Pack 1 (3.53.100)

Resolved Knowledge Base Issue

This service pack is available on **SupportNet** | **Resource_ID 22626**.

KB404480

This resolution corrects the issue that occurred in the One Autumn 2013 Release (3.52) when opening an existing Exclusions record. The wrong information was displayed at the top and therefore new communication logs could not be saved.

Exclusions Autumn 2013 Release (3.52.101)

Resolved Knowledge Base Issue

This hot fix is available on **SupportNet** | **Resource_ID 22209**.

KB403977

In Exclusions v4, when an exclusion record is saved without editing the memo, previous memo data is unlinked from the exclusion record.

This hotfix resolves this issue.

Exclusions Autumn 2013 Release (3.52)

Appeals Process

The DfE Guidance has changed regarding the appeals process for children who are excluded. These changes have resulted in some minor changes to the functionality of Exclusions.

Changes to Panel 6 of the Exclusion Details Screen

A number of changes have been made to this panel as detailed below:

Panel Title

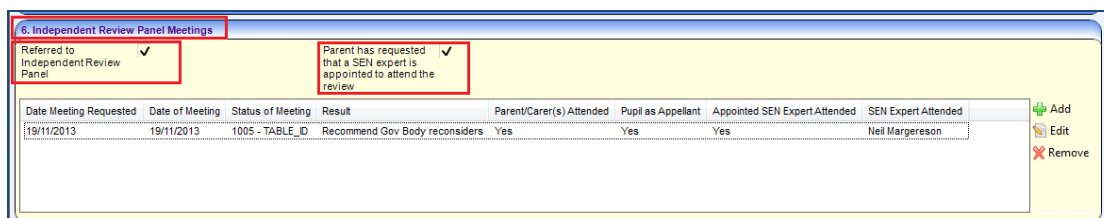
The title of panel 6 has been renamed from Independent Appeals Panel Meetings to **Independent Review Panel Meetings**.

Referred to Appeals Panel

The check box that was originally labelled as Referred to Appeals Panel and has been changed to **Referred to Independent Review Panel**

Additional Check Box for SEN Expert

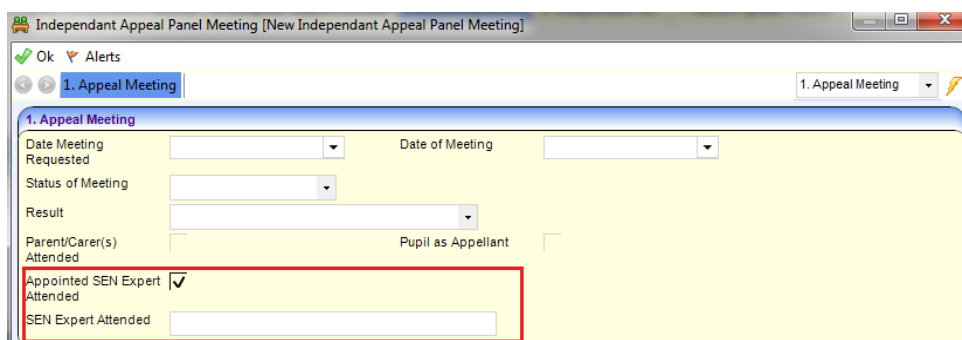
An additional check box has been added labelled **Parent has requested that a SEN expert is appointed to attend the review**.



Changes to Panel Meetings Data Entry Screen

The following changes have been made to the **Independent Appeal Panel Meeting** screen. This screen is displayed when the user clicks the **Add** or **Edit** button.

A check box is available for users to indicate if the **Appointed SEN Expert** attended the meeting. In addition One has provided a field to enable users to record the name of the SEN Expert who attended. This field is a free text field.



The following look ups have been added to the **Result** field (Table_ID 0311).

| Lookup Description | External Code |
|--|---------------|
| Uphold the Exclusion decision | UPEX |
| Recommend the Governing Body reconsiders | RGBR |
| Quash & direct the Governing Body consider Exclusion | QGBE |

Upon saving the record, the information is displayed in the summary line:

| Date Meeting Requested | Date of Meeting | Status of Meeting | Result | Parent/Carer(s) Attended | Pupil as Appellant | Appointed SEN Expert Attended | SEN Expert Attended |
|------------------------|-----------------|-------------------|--------------------------------|--------------------------|--------------------|-------------------------------|---------------------|
| 19/11/2013 | 19/11/2013 | 1005 - TABLE_ID | Recommend Gov Body reconsiders | Yes | Yes | Yes | Neil Margereson |

Changes to Panel 5, Governing Body / Management Committee Meetings

Previously, when the decision was made to exclude a child, the exclusion could go to a Governors meeting for agreement or reinstatement and it could also go to an Appeals Panel, who would uphold the exclusion or reinstate the child. This process meant that only one decision was made at the Governors meeting even if several meetings were held.

In the new guidance, when the decision is made to exclude a child, the exclusion could go to a Governors meeting for agreement or reinstatement and it could also go to the Review Panel, who could ask the Governors to reconsider the decision.

In previous Review releases it was only possible to record one decision making meeting in Panel 5, which forced users to remove the original decision record.

It is now possible to record all the outcome of decisions made with regards to Governing Body / Management meetings, which means that users can maintain a history of decisions made.

| Date of Meeting | Time of Meeting | Status of Meeting | Decision | Officer Attending | Parent/Carer(s) Attended |
|-----------------|-----------------|-------------------|------------|-------------------|--------------------------|
| 26/11/2013 | 14:00 | Completed | Reinstated | Yes | Yes |
| 25/11/2013 | 09:00 | Completed | Upheld | Yes | Yes |

Resolved Knowledge Base Issue

KB401474

NCY at Creation of Exclusion Field Should not be Populated Until After Exclusion Date Entered

Previously the **NCY** field for a new Exclusion would auto-populate. This could be incorrect, especially if the start date was not in the current year.

The **NCY** field now populates once the **Start Date** has been populated and the record is saved.

Additionally, the **NCY at Creation of Exclusion** label has been changed to **NCY at Start Date of Exclusion** to clarify the value being calculated.

Exclusions Spring 2013 Release (3.50)

Resolved Knowledge Base Issue

The following issue has been resolved in this release.

KB400466

The Exclusions Pupil Funding Transfers Amount Field Calculated Incorrectly v4 | Focus | People | Students | Pupil Funding Transfers

In Exclusions v4, the **Amount** field in **Pupil Funding Transfers** was calculating incorrectly. This only affected v4, as the v3 calculation was displayed correctly. The issue was caused by the percentage used in the calculation, being rounded up or down, where the unrounded percentage was required.

This has now been corrected and the **Amount** field for **Pupil Funding Transfers** is calculating correctly.

Exclusions 3.47

Resolved Issues

KB114873

Save relocation and then exits produces message 'You have unsaved changes. Do you wish to save?'

When a user changes relocation data in the relocation details screen, saves it and then clicks on Close [X], the message saying 'You have unsaved changes, do you wish to close without saving ?' will no longer appear.

KB107152

Exclusion reason description is ticked twice incorrectly.

After selecting a reason from the list of exclusion reasons that have same description; only the selected reasons will be ticked.

KB110449

Error coming up in Exclusions Student Enquiry.

This error will no longer occur when searching in the Exclusions module.

KB115214

Add / Edit buttons visible for read-only users on Exclusion Details screen.

The Add / Edit buttons are now deactivated for read only users.

Exclusions 3.46

V4 Client

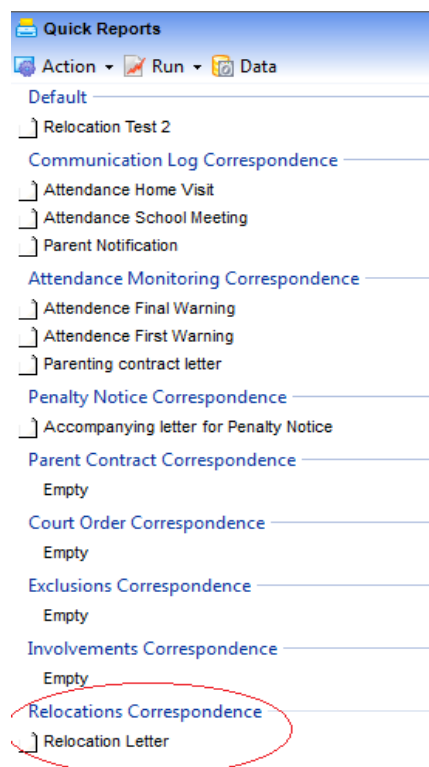
Relocations Correspondence

Functionality to Create Correspondence for Relocations Data

We have introduced the ability to create Correspondence for Relocations data via the Communication log. This will be available via the Communication Log for Relocations only. This is accessed via Focus | People | Student | Relocation | Communication Log. If the Communication Log is accessed anywhere else in One then the relocations Data will not be available.

This will allow users to create Correspondence on all of the Relocations data including Schools Approached and the School Approved.

The Relocations Correspondence will appear in the Quick Reports section of Communication Log –



This will work in the same way as other Correspondence sections where multiple Templates can be defined with various pieces of data.

The Data for Relocations will consist of the generic data that is available for all Correspondence fields along with specific Relocations data. This is accessed via the Data button in Quick Reports.

Permissions

There are certain Permissions that will need to be defined so users can be granted and denied access to the Relocations Correspondence.

These Permissions will be set at the following locations -

- Tools | Administration | Permissions | User Group Permissions | All Secured Services | Communication Log – In here there will be an option for – ‘Gets details for the Relocation Communication Item that can be used to generate correspondence using Quick Reports’. The user can set this to Permit Run or Deny.
- Tools | Permissions | User Group Processes | Main Business Processes is – Administration. In here there will be an option for – ‘Communication Log’. This is currently generic for all Communication Log areas. In here you can set the permissions to Read, Read-Write-Delete and Deny.

Reference

KB110873 - EXCv4 Unable to use quick reports letters to be generated Relocations in v4___3.44

Linked Reports for Relocation Details Screen

The facility to have linked Crystal Reports is now available on the Relocation Details Screen.

- A new folder has been added to hold **Relocation Reports**.
- Report permissions have been added to control access to the Relocation folder.
- The value of the Relocate_ID field is supplied by the system to a linked Crystal Report run from the Relocation Details screen.

Exclusions 3.38

V4 Client

Introduction

This release enables LAs to migrate their v3 Exclusions module data to access Exclusions/Inclusions related information in v4; this will include the following areas:

- Exclusion Details
- Governing Body/Management Committee Meetings
- Independent Appeals Panels
- Pupil Funding Transfers
- Reintegration
- Relocations

As well as the migration of the Exclusions module to v4, there are a number of enhancements which have been included as part of this release. They are as follows:

- Ability to see instantly the current position regarding Exclusions of all types for the Student (including number of days and number of occurrences) from their Exclusions Summary as well as the history of their Exclusions
- Ability to record additional details e.g. End Time, Site, No of Lunchtimes (where appropriate) against an Exclusion occurrence
- Lunchtime exclusions for Welsh LAs are calculated on the basis of each lunchtime representing 0.25 of a day in accordance with Welsh requirements, whereas for other Local Authorities each lunchtime represents 0.5 of a day
- A new Exclusion Reasons chooser, allowing Reasons to be promoted or demoted as appropriate, as well as the Reasons selected displayed on the Exclusions screen
- Assigned Support Officer names displayed on the Exclusions screen
- Ability to record multiple occurrences of Governing Body/Management Committee Meetings (e.g. in case of postponements)
- Ability to record multiple occurrences of Independent Appeals Panels meetings
- Ability to view and save additional supporting information about the Student at the time of the Exclusion (e.g. NCY, SEN Status, Looked After Child status)
- Easy access to other supporting information (subject to the relevant licence keys and access control settings) about the student from the Exclusions area such as their Social Network, Involvements, Attendance information, Communications, Provisions and Activities
- The ability to link Activities directly against a specific Exclusion Occurrence
- The ability to record allocation/adjustments to Pupil Funding directly against the Student as well as the Annual Funding adjustments against Exclusions (e.g. to support changes to funding as a result of a managed move)

- Revamp of Exclusions Online taking advantage of the latest Microsoft technologies to improve the user experience. This will enable schools to more easily log exclusions for students at their base directly onto **One** or add linked documents to existing Exclusions. It will also allow Local Authority officers to log exclusions onto **One** remotely.

For more details of the enhancements that are being introduced with the migration of Exclusions to v4, please refer to the '**Advice to LA's Migrating Exclusions to v4**' document on the release CD2.

Relocations

Relocations and Linked Files

Relocations functionality is shared between Exclusions, SEN and also Admissions & Transfers (A&T). With this release, Relocations will be available in v4 for Exclusions and SEN users. However Admissions & Transfers users will need to continue to use Relocations (Casual Admissions) in v3.

In v3 Relocations it is possible to link documents to Relocation Details using the Linked Files button, although we understand that this facility is not likely to be used by any LA currently for A&T. Please note that any documents linked to a v3 Relocation recorded after the migration of Exclusions to v4 will not be available in the Relocation v4 area.

Relocations and Contact Point

In the v3.37 release, v3 Relocations were enhanced to enable LAs to choose whether to send individual Relocations to ContactPoint where the Relocation reason indicates a Permanent Exclusion or SEN. It is important to note that this facility is not yet available in v4 Relocations. We are planning to make this facility available in the future.

Licensing

In order to use Exclusions in v4 your Local Authority will need a new license key for Exclusions v4. This needs to be recorded under v3 Module Launcher | Tools | Licensing.

Once the live migration of Exclusions to v4 has been completed, System Administrators are strongly advised to remove the v3 Licence for Exclusions, as much of the relevant Exclusions data such as Governing Body/Management information will no longer be available in v3 once live migration has been completed.

Access Control

Advice on Access Control for Exclusions v4 is included in the '**Advice to LA's Migrating Exclusions to v4**' document on the release CD2.

V4 Online

The Exclusions Online software has been revamped to provide an improved user experience for both school officers logging Exclusions for their School directly onto the **One** Database adding any linked documents and for LA Officers logging and accessing Exclusions remotely.

Examples of the new Exclusion Online screens are as follows:-

Pupil **Exclusions Summary** (Online):

Exclusion Summary
Test Analyster, DOB: 01/09/2000, ID: 59531

Current Autumn Term Total Total Days (Fixed Period/Lunchtime Exclusions only): 5

| Category | Permanent | Fixed Period | Lunchtime |
|-------------|-----------|--------------|-----------|
| Days | | 4 | 1 |
| Occurrences | 1 | 1 | 1 |

Year Totals Occurrences (Days)

| Year | Total Days(Fixed/Lunch) | Permanent | Fixed Period | Lunchtime |
|---------|-------------------------|-----------|--------------|-----------|
| 2009/10 | 5 | 1 | 1 (4) | 1 (1) |

List of Exclusions

| Academic Year (Term) | Base | Category | Start Date | End Date | Primary Reason | Excluded Days | Date Off Roll | Site |
|----------------------|--------------|--------------------------|------------|------------|----------------|---------------|---------------|------|
| 2009/10 (Autumn) | Analysr base | Permanent | 01/11/2009 | | Aggression | | | |
| 2009/10 (Autumn) | Analysr base | Fixed Period | 12/10/2009 | 15/10/2009 | Aggression | 4 | | |
| 2009/10 (Autumn) | Analysr base | Lunchtime Only Exclusion | 14/09/2009 | 15/09/2009 | Aggression | 1 | | |

Tile view of **Exclusions Details** (Online):

Exclusion Details
Test Analyster, DOB: 01/09/2000, ID: 59531, Permanent on 01/11/2009

Supporting Information
Home LA:
Ethnicity:
LAC:
NCY: 1
SEN Status:

Exclusion Details
Category: Permanent
Academic Year: 2009/10
Term: Autumn Term
Start Date: 01/11/2009
Base: Analysr base

Exclusion Reasons
1 Aggression
2 Drug Abuse
3 Persistent Dis Behaviour
4 Racist Abuse

Assigned Support Officers
No Officers

Governing Body/Management Committee Meetings
Meeting held on 09/11/2009
Status:
Decision: Rejected

Independent Appeals Panel Meetings
Meeting held on 18/11/2009
Status: Test 1
Result: Rejected

Created Date: 27/11/2009 Created By: Gary Last Updated: 27/11/2009 Updated By: Gary

Exclusion Details Entry Screen (Online):

It is possible to customise Exclusions Online by including your LA Logo as a banner as well as changing the colour scheme to suit your LA's online identity if appropriate. A technical document containing the steps required to set up and configure Exclusions Online is also included on the release CD2.

Username and passwords for Exclusions Online are the standard **One** user, already set up for v3 and v4 use via v3 System Administration currently.

Please note it is not currently possible for the user to change their own password within Exclusions Online. If the user also has permissions to access v4 client or v3 client then they will be able to change their password from there.

Alternatively, if this is not the case then when users' passwords expire they will need to contact the System Administrator to re-set their password. Similarly, new users of Exclusions Online will need to contact the System Administrator for a user id and password to be created for them.

Exclusions Online gives school users and LA Officers working remotely direct access, subject to user rights, to Exclusions on the **One** database. However the creating of all the setup data including lookups (e.g. Exclusion Reasons) will be available in v4 client only.

When a new lookup is added or an existing lookup is changed in v4, there is a system-imposed short delay before the additions/changes are synchronised in Exclusions Online.

It is therefore suggested that any additions/changes to lookups are carried out, if possible, at a time when school/remote users are less likely to be accessing **One**. This will ensure that these users will be able to select the most up-to-date lookups when adding or editing Exclusions.

Note this **only** affects lookups, not the recording of an actual Exclusion occurrence, which should be available on both v4 client and Online instantaneously.

Access Control

Access rights for managing exclusions online are shared with those for managing exclusions in the v4 client. Unlike the existing v3 **One** Online, there is no longer a need for separate access rights for the online solution. See '**Advice to LA's Migrating Exclusions to v4**|Section: **Access Control**' document for further details.

Once your LA has migrated Exclusions into v4, System Administrators are strongly advised to ensure that any current links to v3 Online for Exclusions are terminated. Please see '**Advice to LA's Migrating Exclusions to v4**|Section: **Steps to Migrate Exclusions**' document for further details.

Licensing

In order to gain access to Exclusions Online your LA will need an Exclusions v4 licence key as well as an Exclusions Online licence key.

B2B

This release also includes some enhancements to the B2B process that transfers Exclusions data from Schools into **One** as follows:

- The value of the Excluded Days for an Exclusion ('exclusion length') as recorded in the SIMS system will be directly imported into **One**, rather than being recalculated by the B2B process upon import as currently.
- The Start Time of the Exclusion from SIMS (morning, (AM) or afternoon, (PM)) will additionally be transferred and imported into **One**.

Migration

Prior to using Exclusions in Version 4, existing v3 Exclusions users should migrate their Exclusions data into v4. This can be done at a time of your choosing. For full details of the migration steps to be undertaken, please refer to the '**Advice to LA's Migrating Exclusions to v4**' document on the release CD2.

Student

There are new links available (subject to access control) from both the results of the Student Enquiry in v4 and from the Student Details for a selected Student. These new links are as follows:

- Exclusions
- Pupil Funding Transfers
- Reintegration
- Relocation

Additionally there are a number of changes to the Student Details screen for Welsh Local Authorities only. These are in relation to the new EOTAS (Educated Other Than At School) Census required for the Welsh Assembly Government.

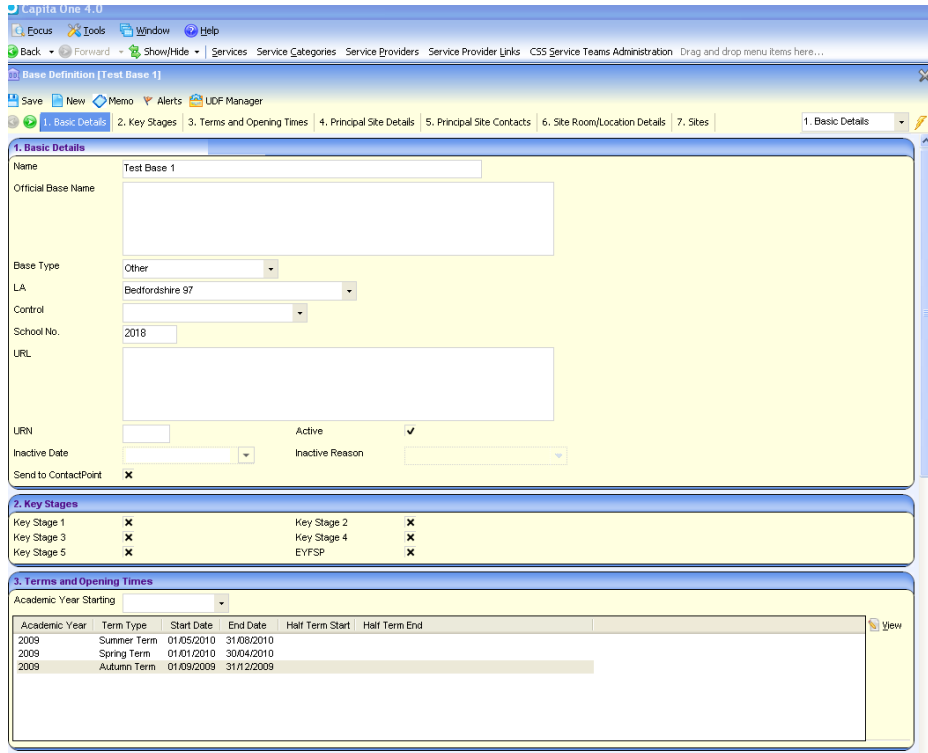
The additions to Student Details are as follows:-

- Optional field to specify a National Identity for the Student from a lookup (included in the 'Ethnicity, Religion and Culture' panel)
- Optional indicator to flag whether the student is educated other than at school ('EOTAS', included in the 'Supporting Details' panel).
- New panel showing a history of changes to the EOTAS flag above (automatically generated by the system)

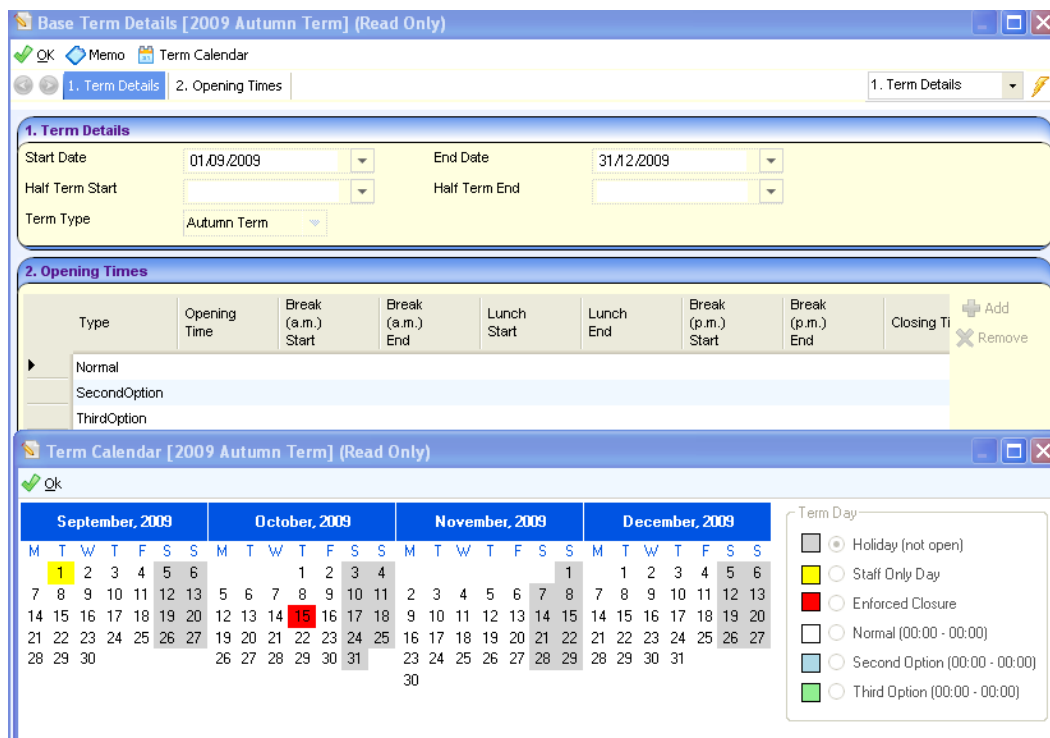
Bases

A new **Base Terms** and **Base Opening Times** Panel has been created in the Bases areas of v4 for users to access directly from the Exclusion record for information. This also enables read access to the Term Calendar of individual days. Term Dates and Opening Times are currently available in read-only form only in v4. To update this information please continue to use v3 for now.

Base Definition screen showing Terms and Opening Times:



Selecting and viewing a Term and clicking on **Term Calendar** will allow the details of the calendar of the Term to be displayed:



Year Definition

With the release of Exclusions functionality in v4, the opportunity has been taken to create a generic Year Definition function that, in time, will be available for all business processes to use. Year Definition will allow the business systems administrator to set up Academic Years and Financial Years (both of which are required for Exclusions). This is available in v4 via Tools | Year Settings | Year Definition. This replaces the previous menu routes 'Academic Years' (used for Pulse) and 'CSS Provision Year' (used for CSS and SEN).

The list of business processes that can be associated with a year will increase over time as the processes themselves are migrated. For this release, the following business processes will be available for associating with any given year:

- Attainment and Census (for PULSE)
- Exclusions
- Provisions (the setting up of CSS Provision Year, previously in a separate panel in v4, will now be incorporated into the Year Definition function)
- Early Years

Reporting

With this release, there are changes to existing Exclusions Statutory reports as well as the introduction of new Management Reports.

Statutory Returns

The following changes have been made with this release for the Exclusions Returns for the Welsh Assembly Government which are issued as Crystal reports:

v3 Exclusions

The existing v3 Crystal Report entitled 'NAW Return – permanent exclusions.rpt' has been amended to account for changes required to the Appeals Section. The details of these changes are as follows:

- 1) The existing section 'Permanent Exclusions – Table 5 - Numbers Overturned At Appeal' has been replaced with new section 'Permanent Exclusions – Table 5 - Appeals to Independent Appeal Panels from this term'
- 2) The 3 counts displayed in this section are broken down by groups of Ages at the start of the School Year (3-10, 11-15, 16+). The Age of each Pupil is calculated for the 1st September of the Academic Year that is selected as a run-time parameter. For example if the Academic Year is 2009/10 then the Age is calculated on the 1st September 2009.
- 3) The selection criteria for each of the 3 counts in this new section include the condition that the Start Date of the Exclusion is within the Term that is selected as a run-time parameter. This is in order to meet the requirements from the Welsh Assembly Government guidance notes which state that the return should "record in this section independent appeals for only those cases where the original exclusion by the head teacher was in this term".

The 3 counts, together with their selection criteria, for this new section are defined as follows:-

The first count will be on 'Appeals dismissed i.e. exclusion upheld'

Selection criteria:

- Exclusion Category (EXCLUSIONS.CATEGORY) mapped *External Code* = 'PERM' Permanent Exclusion (table_id 0310) AND
- Exclusion Appeal Result (EXCLUSIONS.RESULT) mapped *External Code* = 'APPD' Appeal Dismissed (table_id 0311) AND
- Exclusion Start Date (EXCLUSIONS.START_DATE) is within the Term selected as a run-time parameter

The second count will be on 'Exclusion overturned and pupil returned to original school'

Selection criteria:

- Exclusion Category (EXCLUSIONS.CATEGORY) mapped *External Code* = 'RPER' Reinstated from Permanent (table_id 0310) AND
- Exclusion Appeal Result (EXCLUSIONS.RESULT) mapped *External Code* = 'REIN' Reinstatement (table_id 0311) AND
- Exclusion Start Date (EXCLUSIONS.START_DATE) is within the Term selected as a run-time parameter

The third count will be on 'Exclusion overturned and pupil not returned to original school'

Selection criteria:

- Exclusion Category (EXCLUSIONS.CATEGORY) mapped *External Code* = 'APER' Appeal Upheld but Pupil Not Reinstated (table_id 0310) AND
- Exclusion Appeal Result (EXCLUSIONS.RESULT) mapped *External Code* = 'AUNR' Appeal Upheld but Pupil Not Reinstated (table_id 0311) AND
- Exclusion Start Date (EXCLUSIONS.START_DATE) is within the Term selected as a run-time parameter

Note that the requirement by the Welsh Assembly Government to split this section by Appeals by Parents and Appeals by Pupils cannot be fulfilled when running the return from v3 Exclusions as there is no standard field within the appeals of the v3 software to identify who has initiated the appeal.

v4 Exclusions

A similar version of the Crystal Report entitled '**NAW Return – permanent exclusions.rpt**' is available in v4 Exclusions, but with the new section "Permanent Exclusions – Appeals to Independent Appeal Panels from this term" containing one table showing the counts for Appeals by Parents (entitled: Permanent Exclusions – Appeals to Independent Appeal Panels from this term – appeals by parents) and one table for the counts for Appeals by Pupils (entitled: Permanent Exclusions – Appeals to Independent Appeal Panels from this term – appeals by pupils) as stated in the Welsh Assembly Government guidance notes for this return.

With the migration of Exclusions to v4, a new checkbox 'Pupil is Appellant' has been added to the Independent Appeals Panel screen; this allows the Local Authority to flag if the pupil initiated the appeal.

The value of this checkbox is subsequently used by the return to determine which table the count falls into; if the 'Pupil is Appellant' is 'False' then the count should be included in the Appeals by Parents table; if the 'Pupil is Appellant' is True then the count should be included in the Appeals by Pupils table.

In addition, a new version of the report '**NAW – fixed exclusions.rpt**' has been made available for use in v4. However there are no actual changes to the content or layout of this report.

Note: both these Statutory reports are for use by Welsh (Locale=3) authorities only and can be found in the 'Exclusions Management Reports (Wales)' directory under the 'Report Definition Repository'.

Management Reports

With the migration of Exclusions to v4, a new set of management reports for use in v4 have been created using Crystal version 11 as follows:

- Summary of Exclusions including Student Details
- Summary of Exclusions by Base
- Pupil Exclusion Totals per Term (highlighting those pupils approaching or exceeding the 15 days limit per term)
- Pupil Exclusion Totals per Year (highlighting those pupils approaching or exceeding the 45 days limit per Academic Year)
- Summary of Governing Body/Management Committee Decisions
- Summary of Independent Appeals Panel Results

Note: because of the different definition of a Lunchtime Exclusion between Welsh Authorities and other authorities (1 lunchtime exclusion = 0.25 days in Wales, 0.5 days in other LAs), separate Welsh versions of the first 4 reports have been created for those local authorities and can be found under the Exclusions Management Reports (Wales) directory in the Report Definition Repository.

Exclusions 3.37

V3

Guidance for Welsh LAs for generating the EOTAS Census

This release provides the ability for Welsh LAs to generate the new EOTAS (Educated Otherwise Than At School) Census required from January 2010. This is available in classic **One** version 3 only at this time, although it is planned to make it available in v4 in the future.

Important Note: It is planned to make the Exclusions module available in v4 from December 2009. Once this is available, LAs will need to run a migration routine in order to make their Exclusions data ready for v4. This can be run at a time of your choosing. Up until you choose to migrate, the LA will continue to use Exclusions in v3. HOWEVER, WELSH LAs ARE ADVISED THAT THEY SHOULD NOT MIGRATE THEIR EXCLUSIONS DATA TO V4 UNTIL AFTER THEY HAVE RUN THE EOTAS CENSUS IN JANUARY 2010 SINCE IT WILL NOT BE POSSIBLE TO GENERATE THE EOTAS RETURN IN V4 FOR JANUARY 2010.

The EOTAS Census applies to all Local Authorities in Wales who are required to provide the Welsh Assembly Government (WAG) with pupil level data for all pupils for whom the LA is financially responsible for the provision of education and that provision is not being made solely in school, whether that be in PRUs or in other forms of 'alternative provision' referred to as 'Educated Otherwise Than At School (EOTAS)'. The provision made for the pupil may be located within or outside the LA area. Each LA is required to submit one return in respect of all pupils for whom it is responsible.

Capita has committed to providing the facilities to prepare data for, and generate, the EOTAS return for January 2010 for all Welsh Local Authorities who have a module licence for at least one of Exclusions, CSS or SEN. This functionality is all being made available via the Exclusions classic **One** version 3 module this year (although it will also follow later in **One** version 4). If your LA does not currently have a licence key for Exclusions, please contact the Service Desk and we will issue you with a licence key for classic **One** version 3 Exclusions for the purposes of recording relevant data and generating the EOTAS return.

A new tab is available in the Exclusions module for Welsh LAs under Reports | External Returns | EOTAS Census. These notes recap on the advice issued in the previous Product Notes to prepare data as well as issue new advice on how to generate the Census from **One** v3.

Preparing your data for EOTAS

The contents of this section were mostly previously included in the **One** v3.36 June 2009 Product Notes. We recommend that Welsh LAs prepare their data for the purposes of generating the EOTAS Census as follows. Please note that the return is a 'snapshot census', capturing information for children who are educated other than at school during the census week beginning 11th January 2010. There is no requirement to capture data on children who have ceased being educated other than at school before the census date:

- Consider which children are educated other than at school during the census week beginning 11th January 2010, and flag this manually for each student via Student focus | Student Details - EOTAS flag.
- Ensure that all mandatory information required for the EOTAS return is recorded for each EOTAS child. Mandatory fields required for the return are: UPN, Surname, Forename, Date of Birth, Gender, Free School Meal Eligibility, In Care flag (with Care Authority if in Care), actual NCY, SEN Status, SEN Needs, Reintegration Provision Category, Hours Allocated. See note below on sourcing of EOTAS data.

- Ensure that the School History for any EOTAS children is up to date and includes any schools or other educational establishments such as PRUs that the student is attending, including the number of days per week (via Student focus | School History).
- Via the Exclusions module | Tools | Module Administration | User Codes - select 'Hours Allocated Category' (table id 0658). Select each code in turn and map to one of the external codes listed in the section above. Ensure that the list of 'Hours Allocated Categories' is comprehensive to meet your LA requirements for returning information. For example, consider adding a lookup code to indicate 'Awaiting Provision or Not Currently in Provision'.
- Via the Exclusions module | Tools | Module Administration | User Codes - select 'Base Types'. Consider selecting each code in turn to edit and choose a 'Reintegration Provision Category' from the Hours Allocated Category lookups. If more than one category applies to a Base Type LAs could either choose not to pick a default, or to pick a default value that applies most frequently for that Base Type. The default can easily be overwritten when recording the Reintegration Hours Allocated information.
- Via the Exclusions module | Student focus | Reintegration | Hours Allocated tab, record any hours allocated to Bases listed from School History using the 'Add' button, with an appropriate Category. Please note that the EOTAS return only captures the number of hours allocated, not the number of hours actually taken.
- Via the Exclusions | Student focus | Reintegration tab, add hours allocated for non School History bases, for example for voluntary organisations or work related education via the 'Add Alternative Provision Hours' button. You may need to consider recording additional bases for this purpose. Where an EOTAS child is currently awaiting provision of n allocated hours then this can be recorded by setting up a dummy base with a title similar to 'Awaiting Alternative Provision' with a base type that maps to 'Reintegration Provision Category' of 'NIP - Awaiting Provision or Not Currently in Provision'.
- The EOTAS return requires LAs to provide a Headcount per Gender and Age of children who are being educated at home by parents. These counts will not be calculated by the system, instead they can be manually input via the EOTAS Census tab as described below.

Sourcing of EOTAS data

Please note the following business rules regarding the sourcing of data for the EOTAS Census. More obviously sourced data items such as names have not been included here. These should help you to prepare your data:

National Identity (optional in EOTAS)

An optional data item for the EOTAS Census in January 2010 is the child's National Identity. Currently there is no standard data item in **One** for National Identity. This is planned to be made available in **One** version 4 from December 2009 in the Student Details area. However, there are no plans to make this available in classic One version 3. Although we have explained that Welsh LAs should not migrate their Exclusions module to v4 before running the EOTAS Census, if your LA is already using v4 for Pulse or CSS etc, then you may wish to enable appropriate staff to have access to v4 Student Details once installing the December 2009 release in order to input National Identity before generating the census. However, we would stress that this is an optional item.

Free School Meals Eligibility (mandatory in EOTAS)

The system will first check to see if there is a current authorised Free School Meal claim recorded in the **One** Grants & Benefits module on Census Date. Else it will check Free School Meals eligibility on Census Date from the FSM flag area. This is accessible in **One** version 4 Student Details | FSM History panel, FSM flag applicable on Census Date. It is also accessible in v3 via the Data Manager | Common Transfer File | Students | Common Basic Dataset tab by right-clicking on FSM Eligibility and selecting FSM History.

In Care (mandatory in EOTAS)

If there is a Student Details | (Looked After Child) Public Care record valid on Census Date then the child will be considered to be In Care, else they will be considered to not be in care. The mandatory Care Authority will also be retrieved from this record.

NCY - National Curriculum Year (mandatory in EOTAS)

This is sourced from the student's current NCY at the time of generating the Census. Therefore if the LA generated an EOTAS Census in the academic year following the Census Date, rather than generating during the Census Date's academic year, then the NCYs would be incorrect with respect to the Census Date.

Postcode (optional in EOTAS)

This is sourced from the student's *current* correspondence address at the time of generating the Census.

SEN Needs (mandatory in EOTAS)

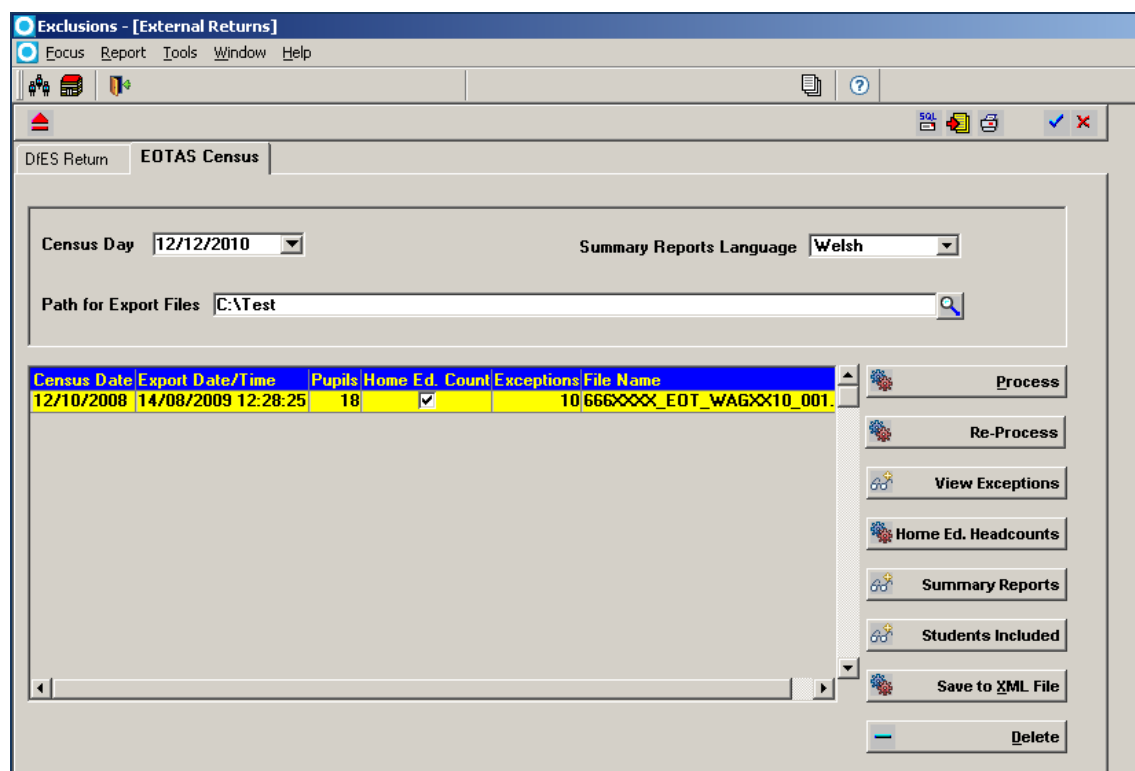
The system will output the first two SEN Needs either from **One** version 4 SEN Assessment Involvements or classic **One** version 3 SEN Assessments active on Census Date, or if none exist, it will output the first two SEN Needs imported from schools active on Census Date if any exist. These are accessed in **One** version 4 via People focus | Student | Student Details - Links Report - SEN Needs or in classic **One** version 3 via Student | SEN Summary – Base SEN Needs.

Generating the EOTAS Census

A new tab is available under Reports | External Returns | EOTAS Census. This enables you to:

- Generate and validate the pupil-level information required for the EOTAS Census
- Manually record Headcount figures by age and gender for those educated at home
- Save the information to the XML file format required by the WAG
- Generate Summary Reports

The new tab looks similar to the following:



The selection criteria for the individual pupil level data section of the EOTAS Census is as follows:

- Student must be active on Census Date (if the Student's Inactive Date is set to be on or before Census Date then they will be excluded from the Census) and
- Student must have the EOTAS flag ticked for the period including the Census Date. EOTAS History can be checked in **One** v3 on the Student Details tab by right-clicking on the EOTAS checkbox and selecting EOTAS History.

The process to generate a new EOTAS Census file is as follows:

1. Set the 'Path for Export Files'
2. Check that the default value for the Census Date is correct, and if not overwrite
3. Choose whether to output the Summary Reports in English or Welsh.

4. Save the header information (e.g. click on tick icon in top right-hand corner of the screen)
5. Click on 'Process' to process the individual pupil level data for the Census.
6. Click on 'View Exceptions' to view (and optionally print) Exception and Validation Messages
7. Correct any underlying pupil level data highlighted in the Exception and Validation Messages if applicable, and re-process the individual pupil level data by clicking on the 'Re-Process' button if necessary.
8. Click on the 'Students Included' button to view (and optionally print) a list of students whose individual data has been included
9. Only once you have finished processing and, if necessary, re-processing pupil level information then click on the 'Home Ed. Headcount' button to enter Headcount figures by age and gender for those pupils educated at home.
10. Click on the 'Summary Reports' button to review and ensure that the summary data is as expected. The Summary Reports make use of files provided by the Welsh Assembly Government and are presented in HTML format. These can be printed via print options within Internet Explorer or similar.
11. Once you are happy that the data is correct and is ready to be sent, then click on 'Save to XML File'.
12. The file will be created in the directory specified in your 'Path for Export Files'. Please then make arrangement to send this to the Welsh Assembly Government.

Note for System Administrators on deployment

The Welsh Assembly Government's (WAG) specification of the EOTAS Census includes both a requirement to submit pupil-level information in an XML file format and also a requirement to produce Summary reports based from the pupil-level information. The Summary reports can be printed, checked and signed by relevant LA Officers. In order to help LAs to produce Summary reports, the WAG has supplied a number of XSLT files. Capita are making use of these XSLT files. These will be deployed in the locally defined EMS/bin directory of each One client. As the WAG makes updated versions of these XSLT files available, Capita will look to deploy these with its software.

Note for System Administrator with regards to Access Rights

User/Group Rights for the new EOTAS Census tabs are granted via classic **One** version 3 System Administration | Users/Groups | User/Group Rights.

In the Navigation Pane under Exclusions | External Returns System Administrators should grant appropriate LA Officers access to 'EOTAS Census'.

As Exclusions | External Returns | EOTAS Census is highlighted in the Navigation Pane then the following entries will be listed in the Processes Pane:

- Process
- Home Education Headcounts
- Delete from Export Log
- Summary Reports

Only System Administrators or users with process access to these buttons will be able to click on them.

Any user with navigational access to the EOTAS Census tab will be able to:

- View the Export Log
- View Exception Messages
- Click on the 'Students Included' button to view the list of students included.

Exclusions 3.36

V3

Summary of Changes including enabling Welsh LAs to start to prepare for the new EOTAS return

This release provides the ability for Welsh LAs to start to capture data required in order to submit the new EOTAS (Educated Otherwise Than At School) Statutory Return required from January 2010. Changes are available in classic One version 3 only at this time, although will follow in version 4 later in the year.

Some of the enhancements are available to **ALL LAs**, not just for Welsh authorities.

This release does not provide the facility to generate the EOTAS return. That functionality is planned to be made available in the One 3.37 October release in classic One version 3.

The EOTAS return applies to all Local Authorities in Wales who are required to provide the Welsh Assembly Government with pupil level data for all pupils for whom the LA is financially responsible for the provision of education and that provision is not being made solely in school, whether that be in PRUs or in other forms of 'alternative provision' referred to as 'Educated Otherwise Than At School (EOTAS)'. The provision made for the pupil may be located within or outside the LA area. Each LA is required to submit one return in respect of all pupils for whom it is responsible.

With this release LAs can now do the following:

- Flag that the child is educated otherwise than at school via a new 'EOTAS' checkbox on Student Details, located in the Educational Support area. This flag is **only available for Welsh LAs**. As this value is changed over time, the software will automatically retain a history, which is accessible by right-clicking on the new data item.
- The Reintegration area has been enhanced for **ALL LAs** to enable addition of Reintegration provision related to Bases that are not listed within the selected student's School History. This is achieved via a new 'Add Alternative Provision Hours' button which allows users to record Hours Allocated information for any base. This, for example, could be used to record details of alternative provision at voluntary organisations or work related education where it is less appropriate to record bases in the student's School History. To record Hours Allocated information for a School History base, please continue to use the normal 'Add' button after highlighting the School History record at the top of the screen.
- In order to help improve the process of recording Reintegration information for **ALL LAs**, it is now possible optionally to associate one 'Reintegration Provision Category' with each Base Type via Tools | Module Administration | User Codes - Base Types. This uses the existing 'Hours Allocated Category' lookup (table ID 0658). If a Reintegration Provision Category has been associated with a Base type, then when recording Reintegration Hours Allocated information for a base of that type, the Category field will automatically populate with the associated value. This can be overwritten if required. If there is no associated 'Reintegration Provision Category' with the base via its base type, then the user will need to continue to select the Category manually as this is a mandatory field.

It is recommended that a 'Reintegration Provision Category' be associated with a Base Type where only one Re-integration Category (or one main Re-integration Category) is appropriate for Hours Allocated information for that base type. For example, if your LA has a Category of 'PRU' set up then you may wish to associate this with your Base Type for Pupil Referral Units.

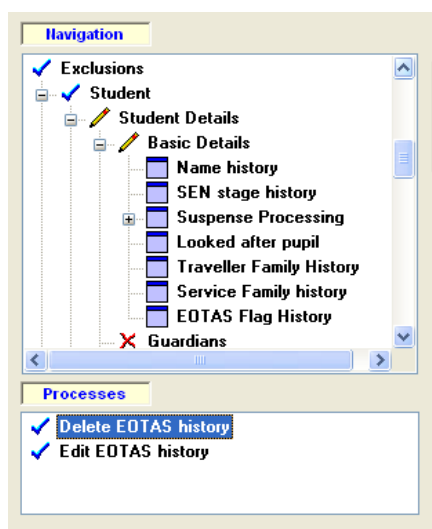
- **For Welsh LAs only**, an additional set of external codes has been made available for ‘Hours Allocated Category’ (Re-integration Provision Category) lookup (table id 0658). These are the Categories of Provision specified by the Welsh Assembly Government for the EOTAS return and are as follows. Welsh LAs should map their Hours Allocated Category lookups to the new set of external codes:

| External Code | Description |
|---------------|--|
| PRU | Pupil Referral Unit |
| FEC | Further Education College |
| SCH | Maintained School |
| NMS | Non Maintained Special School |
| TUI | Individual Tuition/Tuition at Pupil’s Homes or at Hospital |
| GAT | Youth Gateway |
| WRE | Work Related Education |
| TPR | Training Providers |
| VOG | Voluntary Organisations |
| PSP | Bought in Private Sector Provision |
| IND | Independent Schools |
| FEE | Pupil Attending Provision not maintained by LA, or outside of LA, for which LA pays fees |
| NIP | Awaiting Provision or Not Currently in Provision |
| OTH | Other |

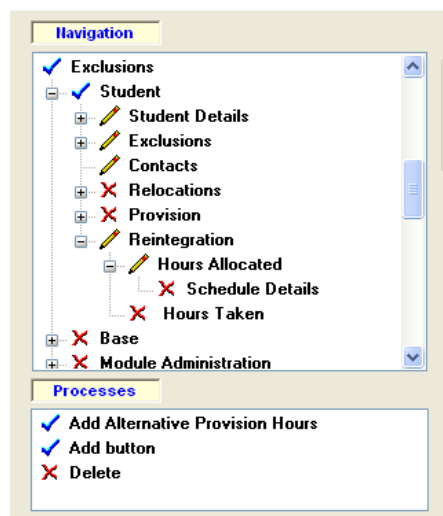
Note for System Administrator with regards to Access Rights

User/Group Rights for the relevant areas described here are granted via classic One version 3 System Administration | Users/Groups | User/Group Rights.

In order to edit the Student Details EOTAS flag, the user must have write access to Student | Student Details | Basic Details. In order to edit or delete the EOTAS Flag history (available by right-clicking the EOTAS flag), users must have process access rights as per the following screen extract:



In order to use the Re-integration tab's new 'Add Alternative Provision Hours' button, the user must have process access rights as per the following screen extract (via Exclusions | Student | Reintegration | Hours Allocated, then 'Add Alternative Provision Hours' in the Processes panel):



Advice for Welsh LAs preparing for EOTAS

Capita has committed to providing the facilities to prepare data for, and generate, the EOTAS return for January 2010 for all Welsh Local Authorities who have a module licence for at least one of Exclusions, CSS or SEN. This functionality is all being made available via the Exclusions classic One version 3 module this year (although it will also follow later in One version 4). If your LA does not currently have a licence key for Exclusions, please contact us and we will issue you with a licence key for classic One version 3 Exclusions for the purposes of recording relevant data and generating the EOTAS return.

We recommend that Welsh LAs prepare their data for the purposes of generating the EOTAS return as follows. Please note that the return is a 'snapshot census', capturing information for children who are educated other than at school during the census week beginning 11th January 2010. There is no requirement to capture data on children who have ceased being educated other than at school before the census date:

- Consider which children are educated other than at school during the census week beginning 11th January 2010, and flag this manually for each student via Student focus | Student Details - EOTAS flag.
- Ensure that all mandatory information required for the EOTAS return is recorded for each EOTAS child. Mandatory fields required for the return are: UPN, Surname, Forename, Date of Birth, Gender, Free School Meal Eligibility, In Care flag (with Care Authority if in Care), actual NCY, SEN Status, SEN Needs, Reintegration Provision Category, Hours Allocated. **See note below on sourcing of EOTAS data.**
- Ensure that the School History for any EOTAS children is up to date and includes any schools or other educational establishments such as PRUs that the student is attending, including the number of days per week (via Student focus | School History).
- Via the Exclusions module | Tools | Module Administration | User Codes - select 'Hours Allocated Category' (table id 0658). Select each code in turn and map to one of the external codes listed in the section above. Ensure that the list of 'Hours Allocated Categories' is comprehensive to meet your LA requirements for returning information. For example, consider adding a lookup code to indicate 'Awaiting Provision or Not Currently in Provision'.
- Via the Exclusions module | Tools | Module Administration | User Codes - select 'Base Types'. Consider selecting each code in turn to edit and choose a 'Reintegration Provision Category' from the Hours Allocated Category lookups. If more than one category applies to a Base Type LAs could either choose not to pick a default, or to pick a default value that applies most frequently for that Base Type. The default can easily be overwritten when recording the Reintegration Hours Allocated information.

- Via the Exclusions module | Student focus | Reintegration | Hours Allocated tab, record any hours allocated to Bases listed from School History using the 'Add' button, with an appropriate Category. Please note that the EOTAS return only captures the number of hours allocated, not the number of hours actually taken.
- Via the Exclusions | Student focus | Reintegration tab, add hours allocated for non School History bases, for example for voluntary organisations or work related education via the 'Add Alternative Provision Hours' button. You may need to consider recording additional bases for this purpose. Where an EOTAS child is currently awaiting provision of n allocated hours then this can be recorded by setting up a dummy base with a title similar to 'Awaiting Alternative Provision' with a base type that maps to 'Reintegration Provision Category' of 'NIP - Awaiting Provision or Not Currently in Provision'.
- The EOTAS return requires LAs to provide a Headcount per Gender and Age of children who are being educated at home by parents. These counts will not be calculated by the system, instead when the functionality is made available to generate the EOTAS return later this year, this will include the facility to manually input the headcounts.

Sourcing of EOTAS data

Although the facility to generate the EOTAS return will be provided later this year (including data validation messages), please note the following business rules that we intend to implement in order to source the following data required for the EOTAS return. More obviously sourced data items such as names have not been included here. These should help you to prepare your data:

Free School Meals Eligibility (mandatory in EOTAS)

The system will first check to see if there is a current authorised Free School Meal claim recorded in the **One** Grants & Benefits module on Census Date. Else it will check Free School Meals eligibility from **One** version 4 Student Details | FSM History panel, FSM flag applicable on Census Date.

National Identity (optional in EOTAS)

An optional data item for the EOTAS return in January 2010 is the child's National Identity. Currently there is no standard data item in **One** for National Identity. This is planned to be made available in **One** version 4 from October 2009. However, there are no plans to make this available in classic **One** version 3. It is planned to release Exclusions functionality in **One** version 4 later this year.

In Care (mandatory in EOTAS)

If there is a Student Details | (Looked After Child) Public Care record valid on Census Date then the child will be considered to be In Care, else they will be considered to not be in care. The mandatory Care Authority will also be retrieved from this record.

Postcode (optional in EOTAS)

This is sourced from the student's current correspondence address at the time of generating the return.

SEN Needs (mandatory in EOTAS)

The system will output the first two SEN Needs either from **One** version 4 SEN Assessment Involvements or classic **One** version 3 SEN Assessments active on Census Date, or if none exist, it will output the first two SEN Needs imported from schools active on Census Date if any exist. These are accessed in **One** version 4 via People focus | Student | Student Details - Links Report - SEN Needs or in classic **One** version 3 via Student | SEN Summary - Base SEN Needs.