

## Exclusion Detail

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**'Exclusions'** is designed to meet the requirements of Statutory legislation, including the ability to make all the necessary analyses and returns. It is part of the **Inclusion** process undertaken by Local Authorities, to identify a new Educational Establishment for a student who has been the subject of an Exclusion or to arrange for alternative education to be provided.

Use these panels to record Exclusion Details and the various stages of the Exclusion process.

### **Student Supporting Information**

🗞 Exclusion Detail [New exclusion for × 💾 Save 📄 New < Memo 🔒 Set ACL 🔲 Data Panels 🔻 Alerts 💣 Sql Mail Merge 🚔 UDF Manager 🕼 🚱 1. Student Suppor... 2. Exclusion Details 3. Exclusion Reasons 4. Assigned Support Officers 1. Student Supportini 👻 1. Student Supporting Information Home LA • This panel is automatically populated with data Student Ethnicity • from Student Details, showing Home LA, Student Looked After Child × NCY at Creation of 7 Ethnicity, Looked After Child indicator, NCY at Exclusion Creation of Exclusion and SEN Status, if relevant. SEN Status •

### **Exclusion Details**

Some of these fields are displayed depending on the Exclusion Category

2. Exclusion Details				<b>Category:</b> mandatory, use dropdown to select.
Category Academic Year Start Date End Date Number Of Lunchtimes Base Site	Table_ID 0310	Term Start Time End Time	a.m.	Academic Year: auto-populated based on Start Date. Term: use dropdown to select Start Date: mandatory, date Exclusion will commence. Start/End Time: record as commencing a.m. or p.m. End Date: mandatory, if Fixed Exclusion, system calculates Excluded Days. If Permanent Exclusion, system enters '0' in Length To Date on Save. Refresh. Number of Lunchtimes: Lunchtime Only, calculates number based on Start and End Dates. Refresh.
Head/Principal Date Off Roll End Monitoring Date Sixth Day		Pastoral Support Plan Received Excluded Days Length To Date		Details (Registered Base), use Source for Student Base Details (Registered Base), use Source for Student Base Date Off Roll: date following decision to uphold a Permanent Exclusion, not registered at current Base. Pastoral Support Plan Received: Source for Student Support programme has been received for Student End Monitoring Date: enter date if Student is being
				<ul> <li>monitored (prior to starting Exclusion process).</li> <li>Excluded Days: based on Start and End Dates, excludes Saturday and Sunday, may be overwritten if part-time.</li> <li>Length To Date: only for Permanent Exclusions, calculated from Start Date.</li> <li>Sixth Day: auto-calculated from Start Date, this is the sixth school day for the specified Student, uses Base Opening Dates.</li> </ul>

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Exclusion Reasons	
3. Exclusion Reasons	
Rank Exclusion Reason	
	A Primary <b>Exclusion Reason</b> is mandatory. Click <b>HAdd/Edit</b> to open <b>Choose Exclusion Reasons</b>
State Choose Exclusion Reasons	
√ Ok	
Looking For	Check Available Exclusion Reason/s; will automatically be moved to Selected Exclusion Reason.
	Use <b>Promote</b> and <b>Demote</b> to create priority order
Available : Selected :	( <b>1</b> = Primary Reason). Click <b>VOK</b> .
Description Rank Exc	clusion Reason
Bullying 1 Bull	ying (BU)
Damage	
C Other	
Assigned Support Officers	
4. Assigned Support Officers	
Title Name Role Remarks	🖕 Add/Edit
Ms	🔏 Details
	Lists people assigned as <b>Support Officers</b> to current Exclusion record.
	Click <b>"#Add/Edit</b> to open <b>* Person Enquiry/Key Contacts</b> .
3	
Ok     Person Enquire     Yeu Contents	
Person Enquiry	×
삼 Search 🗈 Collapse 🔹 🖓 Clear	
Name	
😒 Person Details [	×
💾 Save 📄 New ⊘ Memo 🔓 Set ACL 📩 Deta Panels 🤎 Alerts 🚮 Sql Ma	I Merge 🚔 UDF Manager 🕌 ContactPoint Retrieve
(01. Person's Details	
Family Name	1



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over ning bouy/ Management committee Meetings	
. Governing Body/Management Committee Meetings	
eferred to Committee 🔽 eeting(s)	
Date of Meeting Time of Meeting Status of Meeting Decision Officer Attending Parent/Carer(s) Att	tended 🖶 Add 🕥 Edit 🗙 Remove
Coverning Body/Management Committee Meeting [New Governing Body/Management Committee Meeting]  Coverning Body  Coverning Body  Coverning Body	Check <b>Referred to Committee Meeting(</b> Click <b>Add</b> to enter details of Meeting. Highlight a record if you need to <b>Edit</b> det You can <b>Remove</b> a record.
1. Governing BodyManagement Committee Meeting       Date of Meeting       Status of Meeting       Control of Meeting       Officer Attending       Parent/Carer(s)       Attended	
Independent Appeals Panel Meetings	
6. Independent Appeals Panel Meetings Referred to Appeals Panel Date Meeting Requested Date of Meeting Status of Meeting Result Parent/Carer(s) Attended Pup	oil as Appellant
6. Independent Appeals Panel Meetings Referred to Appeals Panel Date Meeting Requested Date of Meeting Status of Meeting Result Parent/Carer(s) Attended Pup	oil as Appellant
	oil as Appellant → Add → Edit ★ Remove Check Referred to Appeals Panel. Click → Add to enter details of Appeal Meet Highlight a record if you need to → Edit det You can ★ Remove a record.
	Dil as Appellant Add Edit Remove Check Referred to Appeals Panel. Click  Add to enter details of Appeal Meet Highlight a record if you need to Edit det You can Remove a record.



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