Exclusions
Exclusion Detail

Menu: Focus | People | Students | Links | Exclusions | Exclusion Summary | New

'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

This panel is automatically populated with data from Student Details, showing **Home LA**, **Student Ethnicity**, **Looked After Child** indicator, **NCY at Creation of Exclusion** and **SEN Status**, if relevant.

Exclusion Details

*Some of these fields are displayed depending on the Exclusion **Category***

Category: mandatory, use dropdown to select.

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**.

Base/Site/Head/Principal: auto-populated from Base Details (Registered Base), use 🔍 browse to select.

Date Off Roll: date following decision to uphold a Permanent Exclusion, not registered at current Base.

Pastoral Support Plan Received: ☑ check to indicate Support programme has been received for Student

End Monitoring Date: enter date if Student is being monitored (prior to starting Exclusion process).

Excluded Days: based on Start and End Dates, excludes Saturday and Sunday, may be overwritten if part-time.

Length To Date: only for Permanent Exclusions, calculated from Start Date.

Sixth Day: auto-calculated from Start Date, this is the sixth school day for the specified Student, uses Base Opening Dates.

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Exclusion Reasons

3. Exclusion Reasons

Rank	Exclusion Reason	Add/Edit

A Primary **Exclusion Reason** is mandatory.

Click ➕**Add/Edit** to open 🔲 **Choose Exclusion Reasons**

Choose Exclusion Reasons

✔ Ok

Looking For

Available :

Description
☑ Bullying
☐ Damage
☐ Drug and alcohol related
☐ Other

Selected :

Rank	Exclusion Reason
1	Bullying (BU)

⬆ Promote

⬇ Demote

☑ Check **Available** Exclusion Reason/s; will automatically be moved to **Selected** Exclusion Reason.

Use ⬆ **Promote** and ⬇ **Demote** to create priority order (**1** = Primary Reason). Click ✔**OK**.

Assigned Support Officers

4. Assigned Support Officers

Title	Name	Role	Remarks	Add/Edit
Ms				Details

Lists people assigned as **Support Officers** to current Exclusion record.

Click ➕**Add/Edit** to open 👥 **Person Enquiry/Key Contacts**.

Highlight a record and Click 👤 **Details** to view full **Person Details**.

✔ Ok

Person Enquiry | Key Contacts

Person Enquiry

🔍 Search 📋 Collapse ▾ 🗑 Clear

Person Enquiry

Name

Person Details [

💾 Save 📄 New ◇ Memo 🔒 Set ACL ☐ Data Panels ▾ Alerts 📊 Sql Mail Merge 🗃 UDF Manager 📇 ContactPoint Retrieve

01. Person's Details | 02. Date of Birth Details | 03. Current Role Summary | 04. Person Profile | 05. Personnel Profile | 01. Person's Details ▾

01. Person's Details

Title   Ms

Family Name

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Governing Body/Management Committee Meetings

☑ Check **Referred to Committee Meeting(s)**.
Click ➕**Add** to enter details of Meeting.
Highlight a record if you need to 📝**Edit** details.
You can ❌ **Remove** a record.

Independent Appeals Panel Meetings

☑ Check **Referred to Appeals Panel**.
Click ➕**Add** to enter details of Appeal Meeting.
Highlight a record if you need to 📝**Edit** details.
You can ❌ **Remove** a record.

Related Reference Guides:
- RG_Exclusions_Maintain AWPU
- RG_Exclusions_Exclusion/Inclusion
- RG_Exclusions_Exclusion Summary

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