Exclusions
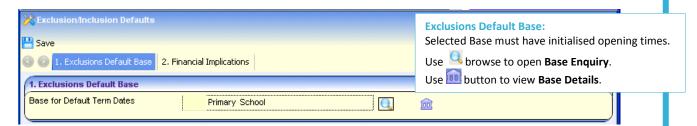## Exclusion/Inclusion Defaults

Menu: **Focus | Services | Exclusions/Inclusions Setup | Maintain Defaults**

Exclusion/Inclusion Defaults

Exclusion system default values are set here

'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.

Exclusions Default Base:
Selected Base must have initialised opening times.
Use 🔍 browse to open **Base Enquiry**.
Use 🏛 button to view **Base Details**.

When creating an Exclusion record the **Base Name** displayed will be the Student's Registered Base. If the Student does not have a Registered Base, the **Term Dates** of the default Base will be used to validate the Exclusion Start and End Dates.

Financial Implications:
These settings are default parameters to determine the Amount and Allocation of Funding.

NCY Leavers:
Multiple **NCY** (National Curriculum Year) values may be entered (separated by commas, e.g. 4,6,11), which will indicate **Year Groups** which will normally leave their current school at the end of the Academic Year. If an Excluded child is in one of these Year Groups, the **To Date** of the **PFT** (Pupil Funding Transfers) Details will be defaulted to the end of the **Academic Year** instead of the end of the Financial Year.

Include next Financial Year if after Census:
If this box is checked, a Finance record deduction for the following Financial Year will be made if a child is Excluded between the School Census day and the end of the Financial Year.
If a child is **Excluded** in this period, the **To Date** of the PFT Details will be defaulted to the end of the next **Financial Year**. If the child will be a **Leaver** in that year the **To Date** will default to the appropriate **Academic Year**.
If this default is checked (set to Yes) and the Deduction From Date is between (and including) Census Day and the End Date of the Financial Year that the Deduction From date fall into; the System will create an additional Pupil Funding Transfer record to over the whole of the following Financial Year.

Split Funding at start of Academic Year:
If this box is checked and the **From** and **To Dates** of a **Permanent Exclusion** span the start of an Academic Year, the Finance record will be split at the start of the new Academic Year. The **NCY** and the **AWPU** (Age Weighted Pupil Units) for each Finance record is calculated on the basis of the From Date.
If this box is unchecked, **splits** will occur at the beginning of the Financial Year (if appropriate).

📄 **Related Reference Guides:**
- RG_Exclusions_Maintain AWPU
- RG_Exclusions_Exclusion Detail
- RG_Exclusions_Exclusion Summary