How to Record Exclusions / Suspensions

A6

Pupil Census 2023/24

For All Schools excluding Nursery

Recording an Exclusion in SIMS

Focus - Pupil /Student - Exclusions *or* Links Menu to right of an individual pupil record

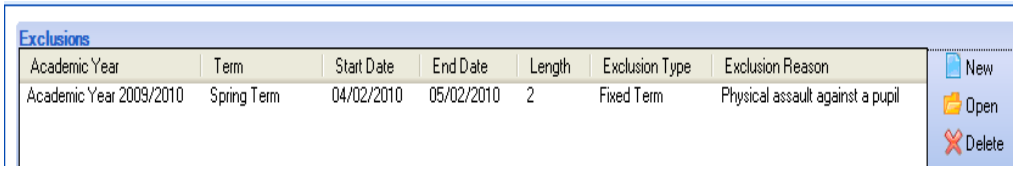
Please note Fixed Term is no longer an acceptable exclusion type for the census. <u>Suspension</u> should be selected from the dropdown menu.

The DfE expect schools to provide data about a permanent exclusion once it has been upheld by the governing body or Independent Review Panel (IRP).

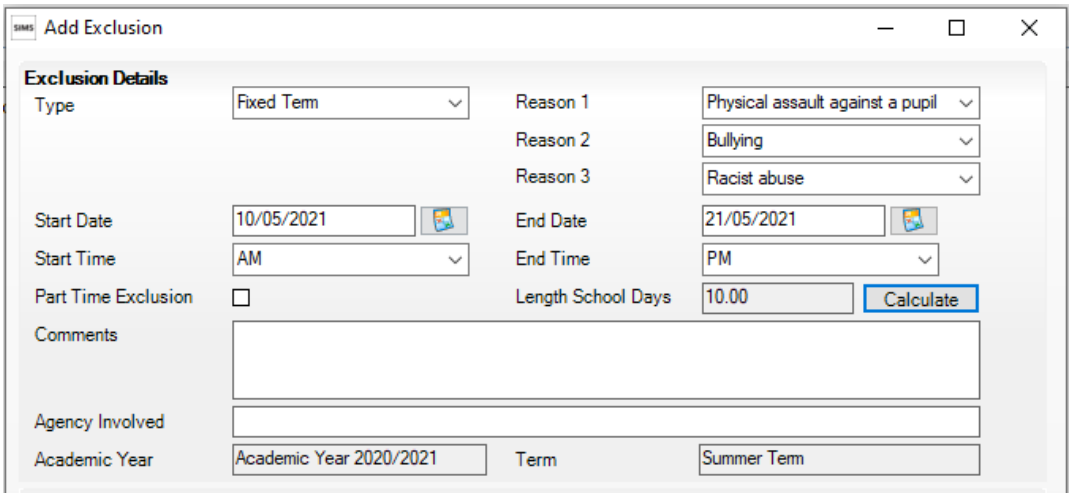
The census collects data for the previous 2 terms to ensure that permanent exclusions, which are still going through the review process at the time of the census, are not missed and will be picked up in the following term where the review result can be later determined as upheld.
This means that some permanent exclusions may be returned in two consecutive census returns. This will not result in double counting in national statistics, as only the latest information returned for each term will be used.

Search for the student you will be recording the exclusion against.

Use the **Open** button to view details of a specific exclusion incident for your selected student.



Click on the **New** button to add details of a new exclusion. This will open the **Add Exclusion** box.



Select the **Type** of exclusion (eg. Suspension) and the **Reason** or **Reasons** for the exclusion from the drop-down lists provided.

It is now possible but <u>not</u> compulsory to give up to 3 reasons for each exclusion, as shown in the example above.

Enter the exclusion **Start Date** and **End Date** if the exclusion is for a fixed term.

Specify the **Start Time** of the exclusion. Click the **Calculate** button [Calculate] to complete the **Length School Days**. If you record **AM** in the **Start Time** box you will get a calculation of **1 day**, selecting **PM** will be for **0.5** of a day.

Enter in any relevant **Comments** that relate to the incident leading to the exclusion and, if appropriate, specify any details of **External Agencies** involved ie. Social Services.

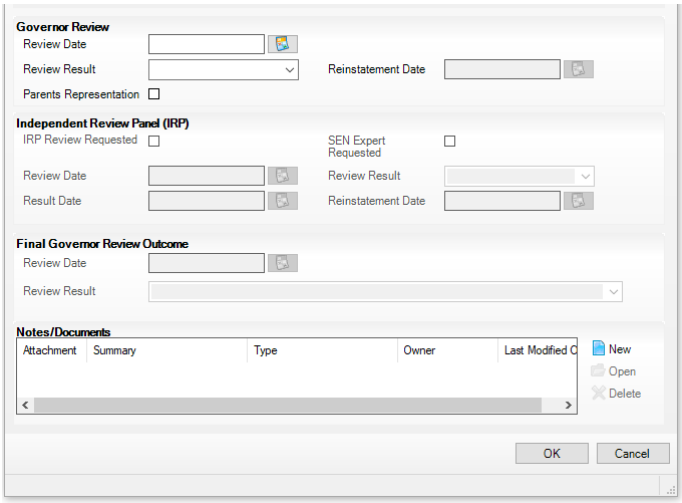
In the **Governor Review** panel, enter the date of the review and the review result. Similar fields are also available in the **Independent Review Panel**

Select the **Review Result** drop down list.

If the excluded student's parents have attended select the **Parents Representation** box.

If the student is to be reinstated, enter the date in the **Reinstatement Date** field. You can only enter a date in this field if **Reinstate from Exclusion** is selected in the **Review Result** drop down list.

The **Final Governor Review Outcome** panel is only applicable for the review of **permanent exclusions**. The Review date and Result need to be entered here.



There is a **Notes and Documents** section which allows you to enter in any further notes or attach any documents if required. To do this click on the **New** button and attach in the usual way.

When you have finished click on the **OK** button in the bottom right of the **Add Exclusions** screen. A summary of the new exclusions will then appear on the **Exclusion Details** page, click **Save**

Please be aware: If a pupil receives a permanent exclusion, you will need to record SEN details for that pupil, **before** adding a leaving date, even if they don't have special needs. The logic being that if a pupil is excluded from school then, by default, that pupil has special education needs. In SIMS, record **N - No Special Educational Need** and not **Never Assigned**. Please ensure that the SEN start date is before the date of the exclusion and leaving date.