

## Schools Data Team

### Additional Guidance – Exclusions

In the School Census, all types of exclusions are collected for two terms in arrears. So, for the January 2016 census, any exclusions with a start date during the period **06/04/2015 and 31/08/2015** will be included on the return. For the May 2016 census, any exclusions between **01/09/2015 and 31/12/2015** will be collected. For October 2016, any exclusions between **01/01/2016 and 05/04/2016** will be collected.

The following four items of data will be collected for exclusions in the Census (the census will also pick up pupil level data for the pupils concerned).

**Exclusion Types:** Permanent, Fixed Period or Lunchtime

**Exclusion Reasons:** Must be a valid reason from the list below

The following is an extract from the DfE School Census guidance notes. *The following table provides descriptions of reasons for exclusions. The categories should cover the main reasons for exclusions and the “other” category should be used sparingly. The descriptions should be used as a guide and are not intended to be used as a tick list for exclusions.*

Exclusion Reason	Description
<b>Bullying</b>	Verbal Physical Homophobic bullying
<b>Damage</b> includes damage to school or personal property belonging to any member of the school community	Arson Graffiti Vandalism
<b>Drug and alcohol related</b>	Alcohol abuse Drug dealing Inappropriate use of prescribed drugs Possession of illegal drugs Smoking Substance abuse
<b>Persistent disruptive behaviour</b>	Challenging behaviour Disobedience Persistent violation of school rules
<b>Physical assault against adult</b>	Obstruction and jostling Violent behaviour Wounding
<b>Physical assault against pupil</b>	Fighting Obstruction and jostling Violent behaviour Wounding
<b>Racist abuse</b>	Derogatory racist statements Racist bullying Racist graffiti Racist taunting and harassment Swearing that can be attributed to racist characteristics
<b>Sexual misconduct</b>	Lewd behaviour Sexual abuse Sexual assault Sexual bullying Sexual graffiti Sexual harassment

Exclusion Reason	Description
<b>Theft</b>	<i>Selling and dealing in stolen property Stealing from local shops on a school outing Stealing personal property (adult or pupil) Stealing school property</i>
<b>Verbal abuse / threatening behaviour against adult</b>	<i>Aggressive behaviour Carrying an offensive weapon Homophobic abuse and harassment Swearing Threatened violence Verbal intimidation</i>
<b>Verbal abuse / threatening behaviour against pupil</b>	<i>Aggressive behaviour Carrying an offensive weapon Homophobic abuse and harassment Swearing Threatened violence Verbal intimidation</i>

**Please Note:** that although 'Other' is available in the drop down menu in SIMS, it is not being used by Staffordshire Local Authority and only the entries above should be used.

**Exclusion Start Date:** The exclusion start date should reflect the date the exclusion starts, i.e. the date that the pupil was asked to leave the school by the Headteacher.

**Actual number of sessions excluded from:** For each fixed period and lunchtime exclusion, the actual number of sessions (half-days) for which the exclusion is in effect will be collected. Where a pupil is dual registered, exclusion sessions are not recorded for the day(s) when they would have been attending the other establishment. For example a pupil is excluded for six sessions starting on a Monday but the pupil is registered with another provider on the Wednesday from which they have not been excluded. The pupil is, therefore, excluded from the school for sessions on Monday, Tuesday and Thursday. The pupil's attendance on the Wednesday would be recorded separately by the other provider.

Exclusions that have been overturned are not counted in national statistics.

Although information about reinstated exclusions is not recorded in the School Census, schools may wish to record the number of sessions for which the child was excluded before being reinstated. In these circumstances the actual, not the planned number of sessions, should be recorded.

## To enter an exclusion

Open SIMS.net. Go to **Focus | Pupil** or **Student | Exclusions**, and search for the student record onto which you want to add the exclusion. You may have to view pupils 'Ever On Roll', as the pupil may be a leaver (in the case of permanent exclusions).

This should bring up a screen similar to the one below.



Ensure that you enter the **Type**, **Reason** (from the list above) and **Start Date** and **Time** (AM or PM). If the exclusion is fixed term or lunchtime, you will also need to enter an **End Date**, and click the **Calculate** button to work out the length in school days.

The **Academic Year** and **Term** will be entered automatically once you have entered a Start Date. Click **OK**.

This will enter the exclusion onto the main screen.

The 'Add Exclusion' dialog box contains several sections:

- Exclusion Details:** Includes dropdowns for Type, Reason, Start Date, End Date, Start Time, and End Time. It also has checkboxes for Part Time Exclusion and Parents Representation, a text field for Length School Days, and a Calculate button.
- Comments:** A large text area for entering notes.
- Agency Involved:** A text field.
- Academic Year and Term:** Two dropdown menus.
- Discipline Committee:** Includes dropdowns for Committee Date, Committee Result, and Reinstatement Date, and a checkbox for Parents Representation.
- Appeal Details:** Includes checkboxes for Appeal Received and Appeal Date, and dropdowns for Appeal Result and Reinstatement Date.
- Notes/Documents:** A table with columns: Attachment, Summary, Type, Owner, Last Modified. It includes 'New', 'Open', and 'Delete' buttons.

At the bottom of the dialog are 'OK' and 'Cancel' buttons.

Click **Save**. The exclusion will now be saved on the pupil's record and should come through on the appropriate School Census. Remember the School Census collects exclusions from two terms previously.