

Recording an Exclusion in SIMS

Please note that if completed correctly, recording an Exclusion for a child using the Exclusion module in SIMS will automatically add in the relevant Exclusion Codes to the Attendance Register.

IMPORTANT NOTES:

- Pupil/students who are considered to be disruptive at lunchtime can be excluded from school premises for the duration of the lunchtime period. This constitutes a fixed term exclusion, equivalent to one half of a school day. Select **Lunchtime** as the **Type**, **AM** as the **Start Time** and the same date in the **Start Date** and **End Date** fields.
 - If a pupil/student will be excluded from school for a period of 15 or more consecutive days, the Head teacher must organise the creation of an Individual Education Plan for the pupil/student on their return to school.
 - If the pupil/student is excluded after morning registration, the exclusion does not take effect until the afternoon. For half-day exclusions therefore, select **AM** with the same **Start Date** and **End Date**. If the pupil/student is excluded in the afternoon, select **PM** with a **Start Date** and **End Date** of the following day. The exclusion does not take effect until the following school day.
 - Permanent exclusions cannot be reported to the DfE in the School Census until a Final Governor Review Outcome has been recorded. This needs to be completed for **every** case even if it doesn't go to Independent Review Panel. If the final outcome is **Reinstatement**, the **Review Result** is reported in the School Census from Spring 2020.
1. To record any type of exclusion for a student firstly navigate to the student's record and click the **Exclusions** link on the right hand side of the screen.

1 Basic Details

Legal Forename	Hayley	Photograph	
Middle Name(s)			
Legal Surname	Flynn		
Preferred Surname	Flynn		
Preferred Forename	Hayley		
Date of birth	08/03/2005		
Age	14 years, 5 months		
Gender	Female		

Links

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2. Select the **New** button.

Exclusion Details : Hayley Flynn

Save Undo Print Links

Academic Year	Term	Start Date	End Date	Length	Exclusion Type	Exclusion Reason	New
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3. Complete the boxes accordingly. Select the correct **type** of Exclusion from one of the following: Fixed Term, Permanent, Lunchtime, Reinstated from Permanent, Reinstated from Fixed Period.

Exclusion Details

Type: Fixed Term Reason: Persistent disruptive behaviour

The reason for the exclusion should be added from the drop down menu. As a reminder the **other** category should only be used exceptionally and if the incident involves more than one category schools should choose the main reason rather than use **other**.

Reason: Persistent disruptive behaviour

- Physical assault against a pupil
- Physical assault against an adult
- Verbal abuse/threatening behaviour against a pupil
- Verbal abuse/threatening behaviour against an adult
- Bullying
- Racist abuse
- Sexual misconduct
- Drug and alcohol related
- Damage
- Theft
- Persistent disruptive behaviour**
- Other

The **Start Date** and **End Dates** must reflect the exclusion length accurately. For example, a pupil/student may be excluded for 0.75 days and this may represent lunchtime exclusions over a period of three days, so the **End Date** must be recorded as three days after the **Start Date**. To enter a 0.25 lunchtime exclusion, manually edit the 0.50 figure that first appears in the **Length School Days** field when the **Calculate** button is clicked.

If the figure shown in the **Length School Days** field is inaccurate due to possible part time status, school closures, lunchtime exclusions, tick the **Part Time Exclusion** check box and this will make the Length School Days editable.

Exclusion Details			
Type	Fixed Term	Reason	Persistent disruptive behaviour
Start Date	13/05/2019	End Date	17/05/2019
Start Time	PM	End Time	PM
Part Time Exclusion	<input type="checkbox"/>	Length School Days	4.50 <input type="button" value="Calculate"/>

Add Comments regarding the Exclusion. Agency information can also be added if required.

Comments	Hayley has continually caused problems during the school day and despite various other warnings and interventions Hayley was refusing to take part in her classes on Monday morning and was running riot around the corridors of school, shouting and banging on other classroom doors and windows. On Call has been called out and Hayley was taken to the SLT Room.
Agency Involved	

The **Academic Year** and **Term** fields are populated automatically when the **Calculate** button is clicked.

Academic Year	Academic Year 2018/2019	Term	Summer Term
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4. Entering Details of the Governor Review

The DfE requires every school's governing body to set up a Governor Review sub-committee that consists of at least three school governors. This sub-committee is responsible for considering any pupil/student exclusions, and for making a ruling on the validity and period of the exclusions that have been dispensed. The sub-committee has the power to overturn a permanent exclusion and to reinstate a previously excluded pupil/student, particularly if their exclusion is for a period of more than five days or it results in them missing an external examination.

The parent/guardians of the excluded pupil/student can make representation to the Governor Review sub-committee about:

- a fixed period of exclusion of more than five school days.
- a pupil/student's permanent exclusion from the school.

The Governor Review sub-committee must hold a formal hearing about any permanent exclusion within 15 school days, even if representation has not been made by the pupil/student's parent/guardians. Once the formal hearing has been held, a member of the sub-committee must inform both the school and the excluded pupil/student's parent/guardians of the outcome without delay, giving reasons for the sub-committee's decision. If a permanent exclusion has been upheld by the sub-committee, the excluded pupil/student's parent/guardians must be informed and advised that they can request an independent review of the decision of the sub-committee within 15 school days of being notified of the sub-committee's decision not to re-instate the pupil.

Governor Review			
Review Date	15/05/2019	Review Result	Exclusion Stands
Parents Representation	<input checked="" type="checkbox"/>	Reinstatement Date	

5. Completing the Independent Review Panel (IRP)

If a permanent exclusion has been upheld by the Governor Review sub-committee, the excluded pupil/student's parent/guardians must be informed and advised that they can request an independent review of the sub-committee's decision not to reinstate the pupil. An Independent Review Panel should be scheduled only for permanent exclusions.

The Local Authority or the Academy Trust must arrange, at their own expense, for an Independent Review Panel to review the decision of the governing board not to reinstate a permanently excluded pupil. It is possible to schedule an Independent Review Panel only if the initial Governor Review has upheld the original exclusion and the **Review Result** is set to **Exclusion Stands**.

Parent/guardians have the right to request the attendance of a SEN expert at an IRP review, regardless of whether the school recognises that their child has special educational needs.

The local authority will arrange an Independent Review Panel for maintained schools, they do not have to arrange this themselves. Academies must make their own arrangements to set up an Independent Review Panel. The Independent Review Panel must begin within 15 school days of the date that the parent made a request for an independent review.

Independent Review Panel (IRP)			
IRP Review Requested	<input checked="" type="checkbox"/>	SEN Expert Requested	<input checked="" type="checkbox"/>
Review Date	<input type="text" value="05/07/2019"/>	Review Result	<input type="text" value="Exclusion Stands"/>
Result Date	<input type="text" value="05/07/2019"/>	Reinstatement Date	<input type="text"/>

6. Recording the Final Governor Review Outcome

The final governor review outcome for permanent exclusions must be recorded at the end of the exclusions process. This must be completed in all cases including when there has not been an Independent Review Panel. The review result indicates the stage at which the final decision was reached, e.g. at the governor review stage or after the IRP stage. The IRP can recommend or direct but the final outcome is made by the governors.

Final Governor Review Outcome	
Review Date	<input type="text" value="08/07/2019"/>
Review Result	<input type="text" value="Exclusion upheld by IRP (confirmed)"/>

7. Adding Notes/Documents to the Exclusion

It is recommended that any documents relating to the Exclusion are attached to the student's exclusion record, this could include the Exclusion Letter sent to parents, the Exclusion Notification Form sent to the LA and also any minutes from Reviews held.

To attach a document click **New** in the **Notes/Document** panel and complete the relevant information. Click the upload button and navigate to where your document is saved, highlight the document and select **Open**, the screen will return to the Edit/Note screen in SIMS, click **OK** to confirm the information.

The screenshot shows the 'Edit Note/Document' window in SIMS. The title bar reads 'SIMS Edit Note/Document: Exclusion Minutes from Meeting with IRP'. The window is divided into three main sections: 'Edit note/document', 'Attachment', and 'Document Log'.
1. **Edit note/document**:
- Type: 'Communication Documents' (dropdown menu)
- Confidentiality: 'Confidential' (dropdown menu)
- Summary: 'Exclusion Minutes from Meeting with IRP'
- Note: A large empty text area.
2. **Attachment**:
- Attachment: 'Notes of Meeting for PE of HF.docx' (with a document icon icon)
- Last uploaded: 'Blacker Adrian 14/08/2019 15:57'
- Buttons: 'View' and 'Open'.
3. **Document Log**:
- A table with columns: Date, Owner, Author of change.
- Row 1: 14/08/2019 15:57:00, Blacker Adrian, Blacker Adrian.
- A 'Print' button is located to the right of the table.

A record of all documents uploaded will show on the Exclusion Detail Panel.

The screenshot shows the 'Notes/Documents' panel with a table of attachments and action buttons on the right.

Attachment	Summary	Type	Owner	Last Modified	
	Exclusion Notification Form	General Document	Blacker Adrian	19/08/2019	New Open Delete
	Exclusion Letter to Parents	Letter	Blacker Adrian	16/08/2019	

The **Last Uploaded** field remains empty until you have saved the record, then you are able to view the date and time of the last file upload, together with the name of the user who uploaded it.

It is possible to **View** or **Open** the attached document by clicking the respective buttons adjacent to the **Last Uploaded** field. The **View** button enables users with insufficient permissions to read the contents of the attachment. These users are not able to amend or edit attachments and the attachments are opened as read-only.

The **Open** button enables users with sufficient permissions to read, amend and edit attachments. When an attachment has been opened and amended and the **Save** button is clicked on the main page, an **Upload modified documents** dialog is displayed. Select the **Status** check box and click the **Upload** button to upload the amended copy of the attachment. Click the **Close** button to close the dialog.

8. Saving the Exclusion

When the **Exclusion Details** page is saved, the number of school days in the current academic year for which the selected pupil/student has been excluded is displayed at the bottom of the page. This figure must not exceed 45 days.

9. Attendance Marks

The action of recording an Exclusion will automatically enter an E code onto the attendance register. We would recommend after saving an Exclusion to check the codes are showing.

29/04/2019	/	\	/	\	/	\	/	\	/	\
06/05/2019	#	#	/	\	/	\	/	\	/	\
13/05/2019	/	E	E	E	E	E	E	E	E	E
20/05/2019	/	\	/	\	/	M	/	\	/	\
27/05/2019	#	#	#	#	#	#	#	#	#	#
03/06/2019	#	#	/	E	/	\	/	\	/	\
10/06/2019	/	\	/	\	/	\	I	I	I	I
17/06/2019	/	\	/	\	/	\	/	\	/	\
24/06/2019	E	E	E	E	E	E	E	E	E	E
01/07/2019	E	E	E	E	E	E	E	E	E	E
08/07/2019	E	E	E	E	E	E	E	E	E	E
15/07/2019	E	E	E	E	E	E	E	E	E	E
22/07/2019	#	#	#	#	#	#	#	#	#	#
29/07/2019	#	#	#	#	#	#	#	#	#	#
05/08/2019	#	#	#	#	#	#	#	#	#	#
12/08/2019	#	#	#	#	#	#	#	#	#	#
19/08/2019	#	#	#	#	#	#	#	#	#	#
26/08/2019	#	#	#	#	#	#	#	#	#	#

10. Saving the Exclusion

When the **Exclusion Details** page is saved, the number of school days in the current academic year for which the selected pupil/student has been excluded is displayed at the bottom of the page. This figure must not exceed 45 days.

Exclusions							New
Academic Year	Term	Start Date	End Date	Length	Exclusion Type	Exclusion Reason	Open
Academic Year 2018/2019	Summer Term	24/06/2019			Permanent	Persistent disruptive	Delete
Academic Year 2018/2019	Summer Term	04/06/2019	04/06/2019	0.5	Lunchtime	Persistent disruptive	
Academic Year 2018/2019	Summer Term	13/05/2019	17/05/2019	4.5	Fixed Term	Persistent disruptive	

Total in Academic Year 2018/2019	5 day(s)
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Example of a Fixed Term Exclusion

Exclusion Details			
Type	Fixed Term	Reason	Persistent disruptive behaviour
Start Date	13/05/2019	End Date	17/05/2019
Start Time	PM	End Time	PM
Part Time Exclusion	<input type="checkbox"/>	Length School Days	4.50 <input type="button" value="Calculate"/>
Comments	Hayley has continually caused problems during the school day and despite various other warnings and interventions Hayley was refusing to take part in her classes on Monday morning and was running riot around the corridors of school, shouting and banging on other classroom doors and windows. On Call has been called out and Hayley was taken to the SLT Room.		
Agency Involved			
Academic Year	Academic Year 2018/2019	Term	Summer Term
Governor Review			
Review Date	15/05/2019	Reinstatement Date	
Review Result	Exclusion Stands		
Parents Representation	<input checked="" type="checkbox"/>		

Example of a Lunchtime Exclusion

Exclusion Details			
Type	Lunchtime	Reason	Persistent disruptive behaviour
Start Date	04/06/2019	End Date	04/06/2019
Start Time	PM	End Time	PM
Part Time Exclusion	<input type="checkbox"/>	Length School Days	0.50 <input type="button" value="Calculate"/>
Comments	Due to Hayley misbehaving in the lunchtime queue, pushing other students around and taking items off their trays she has been removed from the lunchtime situation for one day and will be isolated from the rest of the school and supervised by the Deputy HeadTeacher		
Agency Involved			
Academic Year	Academic Year 2018/2019	Term	Summer Term
Governor Review			
Review Date	05/06/2019	Reinstatement Date	
Review Result	Exclusion Stands		
Parents Representation	<input type="checkbox"/>		

Example of a Permanent Exclusion

Exclusion Details

Type	<input type="text" value="Permanent"/>	Reason	<input type="text" value="Persistent disruptive behaviour"/>
Start Date	<input type="text" value="24/06/2019"/>	End Date	<input type="text"/>
Start Time	<input type="text"/>	End Time	<input type="text"/>
Part Time Exclusion	<input type="checkbox"/>	Length School Days	<input type="text"/> <input type="button" value="Calculate"/>
Comments	<input type="text" value="After previous efforts from staff to engage Hayley she is permanently disrupting staff and students alike and is not enjoying her time here. The last straw was Hayley entering another classroom in a fit of temper, picking up a chair and throwing it across the room. She also swore at the teacher and all the younger students in the class. This behaviour will no longer be tolerated"/>		
Agency Involved	<input type="text"/>		
Academic Year	<input type="text" value="Academic Year 2018/2019"/>	Term	<input type="text" value="Summer Term"/>

Governor Review

Review Date	<input type="text" value="01/07/2019"/>	Review Result	<input type="text" value="Exclusion Stands"/>
		Reinstatement Date	<input type="text"/>
Parents Representation	<input checked="" type="checkbox"/>		

Independent Review Panel (IRP)

IRP Review Requested	<input checked="" type="checkbox"/>	SEN Expert Requested	<input checked="" type="checkbox"/>
Review Date	<input type="text" value="05/07/2019"/>	Review Result	<input type="text" value="Exclusion Stands"/>
Result Date	<input type="text" value="05/07/2019"/>	Reinstatement Date	<input type="text"/>

Final Governor Review Outcome

Review Date	<input type="text" value="08/07/2019"/>	Review Result	<input type="text" value="Exclusion upheld by IRP (confirmed)"/>
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Notes/Documents

Attachment	Summary	Type	Owner	Last Modified C	
	Exclusion Minutes from Meeti...	Communication Documents		14/08/2019	<input type="button" value="New"/> <input type="button" value="Open"/> <input type="button" value="Delete"/>