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Council**

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Recording Suspensions and Permanent Exclusions in SIMS

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Recording Suspensions and Permanent Exclusions in SIMS

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Appendix A Recording Suspensions and Permanent Exclusions

Introduction

Excluding a student from school is only considered when all other options have been explored without success.

The decision to exclude a student can be made if they have committed a serious breach of the school's behaviour policy and if, by remaining in the school, they would seriously impair the education or welfare of others.

Refer to the latest **DfE guidance Suspension and Permanent Exclusion from maintained schools, academies and pupil referral units in England, including pupil movement Guidance for maintained schools, academies, and pupil referral units in England.**

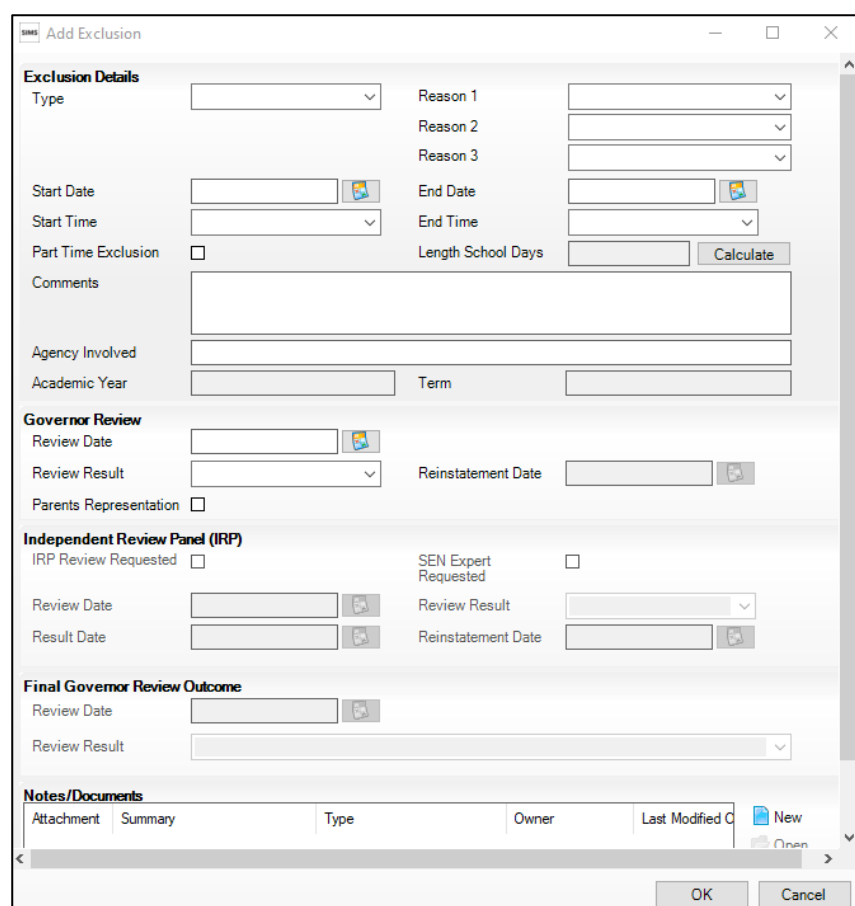
https://assets.publishing.service.gov.uk/media/64ef773513ae1500116e30db/Suspension_and_permanent_exclusion_guidance_september_23.pdf

Schools should follow guidance from their **Local Authority** for reporting exclusions and suspensions.

Buckinghamshire Council Schools **Form XI** should be used to report exclusions and suspensions to the **Local Authority**. Refer to latest guidance on **SchoolsWeb**:

<https://schoolsweb.buckscc.gov.uk/behaviour-wellbeing/exclusions-procedures/>

The Exclusion Record in SIMS



The screenshot shows the 'Add Exclusion' form in SIMS. The form is divided into several sections:

- Exclusion Details:** Includes fields for Type (dropdown), Reason 1, 2, and 3 (dropdowns), Start Date, End Date, Start Time, End Time (dropdowns), Part Time Exclusion (checkbox), Length School Days (text), and a Calculate button. There is also a large text area for Comments.
- Agency Involved:** Includes fields for Agency Involved, Academic Year, and Term.
- Governor Review:** Includes fields for Review Date, Review Result (dropdown), Reinstatement Date, and Parents Representation (checkbox).
- Independent Review Panel (IRP):** Includes fields for IRP Review Requested (checkbox), SEN Expert Requested (checkbox), Review Date, Review Result (dropdown), Result Date, and Reinstatement Date.
- Final Governor Review Outcome:** Includes fields for Review Date and Review Result (dropdown).
- Notes/Documents:** A table with columns: Attachment, Summary, Type, Owner, Last Modified C, and a New button. Below the table is a scrollable area for notes.

At the bottom of the form are OK and Cancel buttons.

Note: Exclusion terminology has changed. **Fixed Term** exclusions have changed to **Suspensions**.

Excluding a Student Following a Behaviour Incident

At a recent meeting with **Willow Fox 11A (Secondary)** and her parents, the decision was to issue her with a **2 day suspension** from school from **7th February 2023** in response to the damage she caused to the CCTV equipment. This can now be recorded in SIMS.

Recording a Suspension

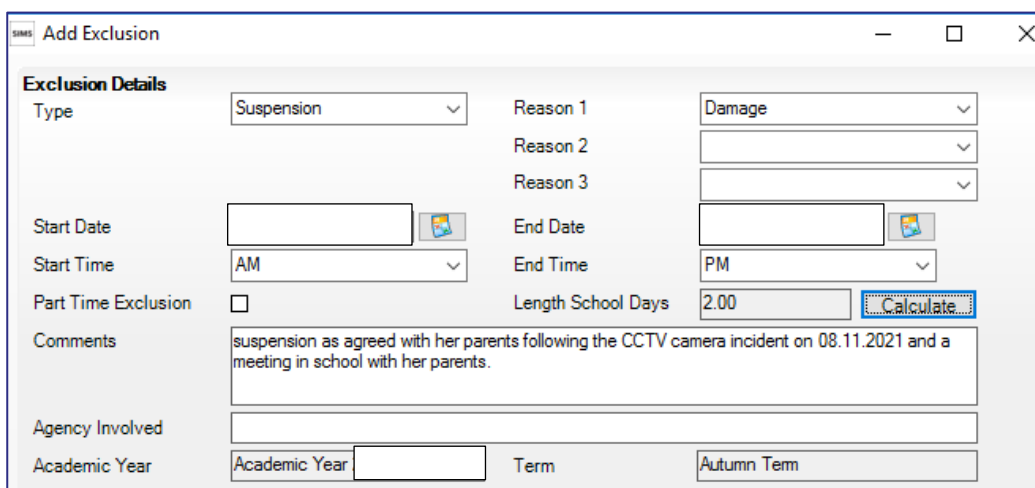
There are two ways to record an exclusion:

- Through the student/pupil's behaviour record, or
- via **Focus | Student | Exclusion**.

The suspension will be added via her behaviour record.

- Select **Willow Fox 11A (Secondary)** behaviour record.
- Select the behaviour incident recorded for damaging the CCTV equipment and click **Exclusion**.
- The **Add Exclusion** dialog is displayed where the required information is to be entered.
- Select **Type** as **Suspension**.
- Select **Damage** as the **Reason 1** for the exclusion (up to **3 reasons** can be recorded).
- Enter the **Start** and **End Dates** to reflect the exclusion length accurately.
- Select **AM** as the **Start Time** of the exclusion and **PM** as the **End Time**.
- Click **Calculate** to generate the **Length in School Days** automatically.
- In the **Comments** section type *"suspension as agreed with her parents following the CCTV camera incident on DD/MM/YYYY and a meeting in school with her parents"*.

If appropriate a supporting note or document can be added in the **Notes/Documents** section.



- Click **OK**.
- Click **OK** to close the exclusion record.

The total number of excluded days in this academic year is displayed at the bottom of the page.

The student's attendance codes for the period of suspension will automatically be entered as **Code E**.

Recording Governor Review Meeting Details

If a student/pupil's parents decide to make representation to the Governing Body's Review Committee about the length of the exclusion, the committee would be required to meet to discuss whether the student/pupil should be reinstated before the 2-day suspension is completed.

There is no legal requirement to involve the Governor Review Committee for short suspensions of less than 5 days, although all exclusions, should be reported to the Governing Body once a term.

For suspensions, the Governor Review Committee only needs to meet if parents make a representation to the Governing Body regarding their child's exclusion from school of five or more days, or if the exclusion would last more than 15 days.

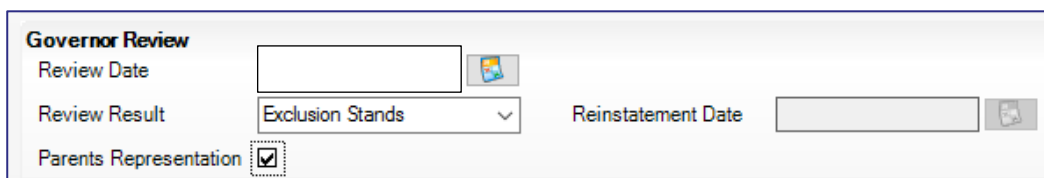
The Governor Review Committee needs to convene a meeting if the exclusion is to be permanent.

Contact your Local Authority for guidance on Governor Review Committee meeting.

1. If not already displayed, open **Willow Fox 11A (Secondary)** behaviour record and click the **Exclusion** link on the **Links** panel.
2. The screen where a summary of exclusions is added is displayed. Select the recent suspension details added for damaging CCTV equipment.
3. Tick the **Parents Representation** checkbox.
4. Enter **08/02/2024** as the date on which the Governor Review took place to discuss exclusion.
5. Select **Exclusion Stands** from the drop-down list.

As Willow is not to be reinstated before the date when her suspension period ends, no date is required for the **Reinstatement Date**.

6. Select **OK** and **Save**.



NOTE: Government regulations dictate when and if a meeting of the school's discipline committee should take place. It is dependent on the number of days for which a pupil has been excluded from school in a term and in a year. If appropriate the details relating to meetings of the Governor Review can be recorded.

Recording a Part Time Exclusion

The **Part Time** checkbox can also be selected if the student is to be excluded for part of the time entered for the duration of the exclusion. For example, if the student is to be on work experience for part of that time it may be appropriate to overwrite the time calculated with the actual length of time the student is to be excluded from attending the school.

A student whose behaviour at **Lunchtime** is often disruptive can be excluded from the school premises during the lunchtime period.

This constitutes a lunchtime, equivalent to one half of a school day for schools in England.

Select Lunchtime as the Type, AM as the Start Time and the same date in the Start Date and End Date fields.



Adding a Permanent Exclusion

Max Cory verbally abused several other pupils and a member of staff a month ago and also started damaging school equipment. The decision was made to permanently exclude him from the school on the grounds of health and safety.

His father was informed and told that he had the right to appeal to the Independent Review Panel (IRP) about the decision.

The details of the exclusion and the result of the IRP meeting now need to be recorded.

NOTE: Recording a permanent exclusion does not remove the student off roll.

This should not be done until the completion of the appeals process and where the outcome is the **permanent exclusion still stands**.

After the completion of the appeals process, ensure a permanently excluded student's information is fully up to date before making them a leaver, paying attention to the personal details and exclusion details as listed above.

Exclusions **absences** will need to be **manually entered** as **Code E**.

Recording a Permanent Exclusion

1. Select **Max Cory** either by selecting **Focus | Pupil | Exclusions** or selecting his pupil details and clicking **Exclusions** from the **Links** menu.
2. Click **New**.
3. From the **Exclusion Type** drop-down list, select **Permanent**.
4. From the **Reason 1** drop-down list, select **Verbal abuse/threatening behaviour against a pupil**.
5. From the **Reason 2** drop down list, select **Physical assault against an adult**.
6. Enter the **Start Date** as about a month ago.

The academic year and term are automatically populated according to the year and month selected for the start date.

7. In the **Comments** section type: ***"Max lost his temper with the group he was working with and started shouting at them and using bad language. The support assistant tried to calm him down and he then picked up his chair and threw it at them, causing them a black eye"***.
8. Select **OK** and **Save**.

NOTE: As the exclusion is permanent, no end date, start time or length of school day is required. The end date is only required if the pupil is reinstated.

Recording the Governor Review

1. In the **Governor Review** panel, select a **Review Date** 2 days after the exclusion start as the date the meeting of the Governor Review took place.
2. From the **Review Result** drop-down list, select **Exclusion Stands**.
3. Tick the **Parents Representation** checkbox to indicate that Max's father has contacted the School regarding the exclusion, which he feels should be overturned. He has indicated he will be appealing against the decision made by the Head Teacher and the Governing Body.
4. Click **OK** to display Max's exclusion summary and click **Save**.

- If a permanent exclusion has been **upheld** by the Governor Review Committee, the excluded pupil's parent/guardians must be informed and advised they can make an appeal to an Independent Review Panel, if they wish to.
- An Independent Review Panel **should not** be scheduled for a Suspension, only permanent exclusions.
- It is only possible to schedule an Independent Review Panel if the initial Governor Review has upheld the original exclusion and the **Review Result** is set to **Exclusion Stands**.
- If applied for by the parents within the legal time frame, 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.

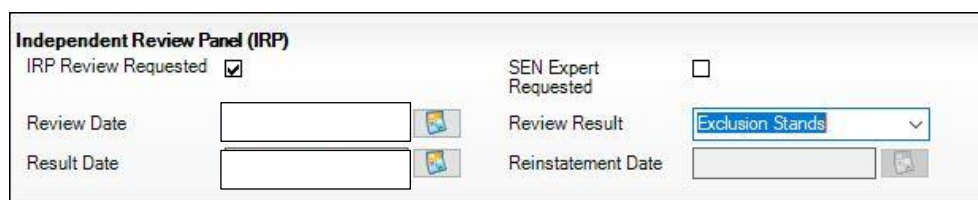
Recording the Independent Review Panel (IRP) Meeting Outcome

1. To record the result of the meeting by the Independent Review Panel (IRP), select the pupil's **Exclusion Details**, highlight the relevant details and either double-click or click **Open**.
2. Select the **IRP Review Requested** checkbox in the **independent Review Panel** section.
3. Enter last Monday in the **Appeal Date** field.
4. Select the **SEN Expert Requested** check box, if applicable.

If requested by the parents with their application for an **Independent Review Panel**, the Local Authority/Academy Trust must appoint a SEN Expert to attend the panel.

Parents have the right to request the attendance of a SEN Expert at an IRP review, regardless of whether the school recognises their child has SEN.

5. Select **Exclusion Stands** from the **Review Result** drop-down list.
6. Enter last Tuesday as the **Result Date**.



7. Click **OK** to display Max's exclusion summary.
8. Click **Save**.

NOTE: If the Independent Review Panel had decided to reinstate Max to the school, the exclusion would need to be changed to show that Max had been **reinstated**.

As the decision to permanently exclude Max from the school has been **upheld**, his student details must be amended to reflect he is a leaver and he has left the school.

Recording the Final Governor Review Outcome

In the **Final Governor Review Outcome** panel, enter the date of the final governor review outcome in the **Review Date** field or click **Calendar** and select the required date.

The **Final Governor Review Outcome** for permanent exclusions must be recorded at the end of the exclusions process.

The **Review Result** indicates the stage at which the final decision was reached, eg. 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.

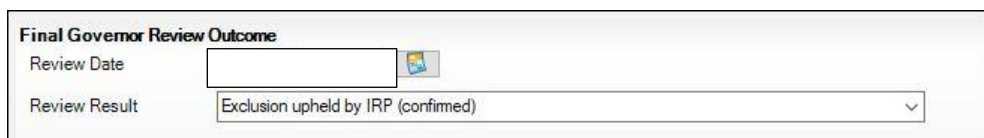
Select the outcome of the final governor review from the **Review Result** drop-down list.

- Exclusion upheld by initial governor review (confirmed).
- Exclusion upheld by Governing Body after IRP recommended Governing board to reconsider reinstatement.
- Exclusion upheld by Governing Body after IRP directed Governing board to reconsider reinstatement.
- Exclusion upheld by IRP (confirmed).
- Pupil accepted reinstatement after initial governor review.
- Pupil accepted reinstatement after IRP recommended Governing board to reconsider reinstatement.
- Pupil accepted reinstatement after IRP directed Governing board to reconsider reinstatement.
- Pupil declined reinstatement after initial governor review.
- Pupil declined reinstatement after IRP recommended Governing board to reconsider reinstatement.
- Pupil declined reinstatement after IRP directed Governing board to reconsider reinstatement.

NOTE: Permanent exclusions will **not** be reported to the DfE in the School Census until a **Final Governor Review Outcome** has been recorded.

Recording the Final Governor Review Outcome

1. To record the result of the meeting by the **Independent Review Panel (IRP)**, select the pupil's **Exclusion Details**, highlight the relevant details and either double-click or click **Open**.
2. Enter Today's date into the **Review Date** field.
3. Choose **Exclusion upheld by IRP (confirmed)**.



4. Click **OK** to display Max's exclusion summary.
5. Click **Save**.

NOTE: If a student has been permanently excluded and when any appeal process has been completed and it is confirmed the student will not be returning to the school, the student should be recorded as a leaver.

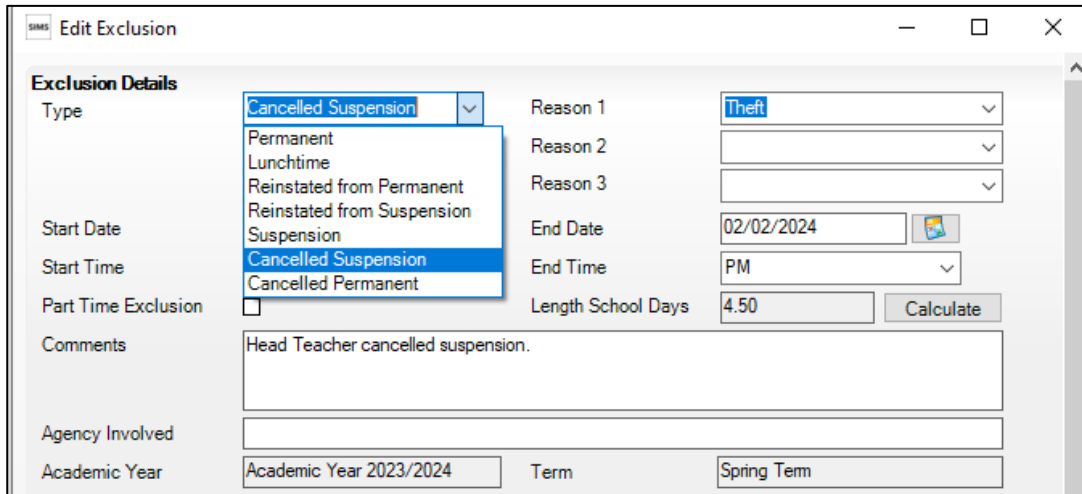
To ensure that information required for statutory returns, for example the school census, is accurate and up to date, all relevant information must be recorded before making a student a leaver.

All student data must be correct, with particular attention on attendance, suspensions, permanent exclusions, ethnicity, first language, In Care and SEN.

Recording Cancelled Exclusions

If an exclusion is cancelled by the Head Teacher, this must be recorded in SIMS.

1. **Open** the student's exclusion record.
2. Click **Type** of **Cancelled Suspension** or **Cancelled Permanent**.
3. Enter **Comments**
4. Select **OK** and **Save**.



Note: any existing E codes must remain. This will result in a census query, however, this is acceptable in DfE Collect.

Exclusion Report to the Local Authority

It is possible to create a report for the exclusion to provide information for other parties that may need it, for example the Local Authority.

This is a Word document which runs in a similar way to a mail merge and picks up the fields from the Exclusions screen.

**Form XI****Notification to LA of Permanent, Suspension or Lunchtime Exclusion**

School Name:
Home Education Authority (if not Bucks):
Pupil's Legal Surname:
Pupil's Legal First Name(s):
Date of Birth:
Gender:
Year Group:
Child in Care: Yes ☐ No ☐
Ethnic Origin (must be included) :
SEN Code of Practice Stage (circle): N K E
Pupil's Address:
Parent/Carer Name:
Parent/Carer address (if different from above):
Parental/Carer contacts
Home:
Mobile:
Email:

Lunchtime only Suspension

Start Date:	End Date:
Reason:	Number of lunchtimes:

Suspension

Start Date:	End Date:
No. of Days:	Reason(s) Code(s):
Total days suspension this academic year (including this):	

Permanent Exclusion

Start Date:	
Reason(s) Code(s):	
One-Off Incident: Yes ☐ No ☐	

General

Governing Board Informed Yes ☐ No ☐	Child has PSP Yes ☐ No ☐	Child has SEN support plan Yes ☐ No ☐
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Other Agency Involvement

Education Psychology Service Yes ☐ No ☐	Social Care/Virtual School Yes ☐ No ☐	County Attendance Team Yes ☐ No ☐
PRU Yes ☐ No ☐	Family Support Service Yes ☐ No ☐	Other: Yes ☐ No ☐

Please send to: Exclusions & Reintegration Team, Buckinghamshire Council

Email to exclusions@buckinghamshire.gov.uk