## V4 Exclusions Online Guidance Document for Schools

### TYPE OF EXCLUSION

<table>
<thead>
<tr>
<th>PERMANENT</th>
<th>SCHOLLS NEED TO COMPLETE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>1.</td>
<td>[CAPITA</td>
</tr>
<tr>
<td>2.</td>
<td><a href="#">EET Permanent Exclusions Online Form</a></td>
</tr>
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<table>
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<th>FIXED PERIOD AND LUNCHTIME</th>
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Introduction

The ONE Exclusions online module enables schools and Local Authority staff to maintain a comprehensive record of a child’s exclusion history.

Details of the circumstances of the exclusion and appeals are available to those Local Authority staff who have been approved to use the system and been given the appropriate access to view the records.

If you have a problem logging an exclusion or accessing Capita ONE on-line

Please do not contact Capita directly they are unable to help.

If you need assistance with your Login ID or Password please contact the NCC IT Service Desk on 0300 1266661 option 1.

If you are experiencing any problems logging an exclusion on Capita One-online please email Jacci Hatton – jhatton@childrenfirstnorthamptonshire.co.uk. Please provide the following information:

- Details of why you can’t add the exclusion
- Name of the child
- DOB
- Date the child was added to school roll
- Type of Exclusion
- Date/s of Exclusions
- Reasons
Logging in for the first time:

You will only be able to use Capita ONE on-line on Internet Explorer, it will not work on Chrome, Firefox or any other browser.

Logon to the following weblink:

1. [https://eduweb.northamptonshire.gov.uk/CCSEnterpriseOnline_live](https://eduweb.northamptonshire.gov.uk/CCSEnterpriseOnline_live)

The first time you logon you may get a message to install Silverlight as follows:

2. If you need to install Silverlight, please ensure that you are using Internet Explorer (it will not work with browsers such as Firefox or Chrome). Click on the Get Microsoft Silverlight button to run the installation wizard.

3. Click on Run Button

![File Download - Security Warning](image)
4  Click on the **Run** Button

![Internet Explorer - Security Warning](image)

**Do you want to run this software?**

- **Name:** Microsoft Silverlight Installer
- **Publisher:** Microsoft Corporation

Click **Run**.

*While files from the Internet can be useful, this file type can potentially harm your computer. Only run software from publishers you trust.* [What's the risk?](#)

5  Click on the **Install now** Button

![Install Silverlight](image)

**Install Silverlight**

By clicking **Install now** you accept the Silverlight license agreement.

[View the Silverlight License Agreement](#)

Silverlight updates automatically.

[View the Silverlight Privacy Statement](#)
Logging in (general):

Once Silverlight is installed you will be able to access Exclusions online V4 via:

1. https://eduweb.northamptonshire.gov.uk/CCSEnterpriseOnline_live

Type in your **User Name** and **Password** and click on the **Login** Button.

If you need assistance with your Login ID or Password please contact the IT Service Desk on 0300 1266661 option 1.
2 The following screen will appear.

(Please use the F11 key to enable Full Screen operation of your browser window. This is essential if you are using a laptop as without this you will not see the Save or Exit buttons when you are processing your Exclusions data recording.)

3 Click on the Exclusions Button.

If there is no Exclusions Button there is a problem with your Exclusions access, please contact the IT Service Desk on 0300 1266661 option 1.
4 Once you have clicked on the Exclusions Button you will need to logon again using the same **User Name** and **Password** as before:

![Login Screen]

5 The **Student Enquiry** screen will then be available:

![Student Enquiry Screen]
Recording Fixed, Lunchtime and Permanent Exclusions

Student Enquiry

The Student Enquiry Screen allows users to Search for students at your own school using the following fields:

Name, Gender, Date of Birth, Postcode, NCY, UPN. SEN Status

It may also be based on Current Students only, controlled by an Active checkbox. This box is checked by default which will search on all student records which have a blank or future School End Date in the School history. Un-checking the box will search on student School History records with an End Date prior to the current system date.

When searching by Name, you must enter a Surname or part name (a minimum of 2 characters), the other fields are optional and may be entered if known.

1. Student Enquiry Page

   From the Student Enquiry screen insert the Student Name and then click the Search Button
2. Click on the Student you require from the list, then click on the Green Arrow to the right of the page to select the Student.

3. **Exclusions Summary Page**

   If the student has previously been excluded, a summary list will be displayed.
4. **Adding a New Exclusion**

To Add a new Exclusion, click on the **Add** Button from the Exclusion Summary Screen:

```
Exclusion Summary
A N Child, DOB: 01/01/2000, ID: 10313758

Current Summer Term Total Total Days (Fixed Period/Lunchtime Exclusions only):
<table>
<thead>
<tr>
<th>Category</th>
<th>Permanent</th>
<th>Fixed Period</th>
<th>Lunchtime</th>
</tr>
</thead>
</table>

Year Totals

<table>
<thead>
<tr>
<th>Year</th>
<th>Total Days (Fixed/Lunch)</th>
<th>Permanent</th>
<th>Fixed Period</th>
<th>Lunchtime</th>
</tr>
</thead>
<tbody>
<tr>
<td>2012/13</td>
<td>14</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

List of Exclusions

<table>
<thead>
<tr>
<th>Academic Year (Term)</th>
<th>Base</th>
<th>Category</th>
<th>Start Date</th>
<th>End Date</th>
<th>Primary Reason</th>
<th>Excluded Days</th>
<th>Date Off Roll</th>
</tr>
</thead>
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<tr>
<td>2012/13 (Summer)</td>
<td>A</td>
<td>Fixed</td>
<td>06/08/2013</td>
<td>08/06/2013</td>
<td>Physical Assault against Pupil</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>
```

5. **Previous Exclusions**

To open a previous Exclusion, highlight the Exclusion and click on the **Green Arrow** to the right.

```
Exclusion Summary
A N Child, DOB: 01/01/2000, ID: 10313758

Current Summer Term Total Total Days (Fixed Period/Lunchtime Exclusions only):
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</tbody>
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6. **Adding Fixed Period, Lunchtime and Permanent Exclusions**

Update the fields highlighted in red below, *(Category, Start Date, End Date, Pastoral Support Plan (for Permanent Exclusions)) the other fields will be updated for you automatically.

*n.b. Permanent Exclusions do not have an End Date.*

*When inputting a permanent Exclusion, you will need to upload the Pastoral Support Plan (PSP): tick the “Pastoral Support Plan Received?” box highlighted in red below, further instructions for how to link the PSP are on page 15 of this guide.*

![Exclusion Details](image)

**Exclusion categories are as follows:**

- Fixed Period
- Lunchtime
- Permanent
After completing the **Exclusion Details** page:

a) Click on the **Reasons** Tab at the top of the page

b) In the left hand **Exclusion Reasons** column, insert a tick in each of the **Exclusion Reasons** you require, you can select multiple reasons, these Reasons will then be moved to the right hand column.

c) In the right hand column you can rank your Exclusion Reasons using the **green arrows** to promote or demote the Exclusion Reasons selected.

d) Once you have Added and Ranked your Exclusion Reasons, click on the **Save** Button on the top right, highlighted above.

e) If you have added all of the required information for the Exclusion the following message will appear:

   ![Exclusion Record Saved](image)

   If you have missed any data items a message will display to tell you what is required.
**Nb.** If you select the Exclusion Reason = *Other* then you must add an **Alert** providing additional details of why the Exclusion occurred.

After you have saved the Exclusion click on the **Alerts** Button:

The following box appears, click on the **Add** Button:
Type the Reasons for the Other Exclusion in the Message Box, then click on the OK & Save & Close Buttons.

The Local Authority will then be alerted to the Other Reason for Exclusion.
7. **Close the Exclusion** record by clicking on the “X” in the top right corner of the Exclusion Details screen.

8. **Refresh the data** to show the information you’ve just inputted, by clicking on the ‘Refresh’ button.
9. If you have recorded a Permanent Exclusion you must now upload the PSP – Pastoral Support Plan as a Linked Document.

   a. Make sure you have ticked the **Pastoral Support Plan Received?** Tickbox on the Exclusions Details screen.

   b. Save and Close the Exclusion

   c. Use the Refresh Button to find and open the Exclusion you have just added

   d. The Linked Documents Tab will appear as the last Option

   e. Click the Add Button

   f. Select and Open the PSP document from your network, the following message will then appear

   g. Clicking the OK Button will Upload the PSP to the Exclusion

   h. Use the Save Button to save the PSP as a Linked File with the Exclusion and you can Close the record by exiting with the x on the top right of the page
Governing Body/Management Committee Meetings

1. After the Permanent Exclusion has been saved and the PSP has been uploaded you can record the Governing Body/Management Committee Meeting and Appeal

2. Open the Permanent Exclusion record by searching for the student, then highlighting and clicking on the **Edit** Button as highlighted below:

3. Click on the **Governing Body/Management Committee Meetings** Tab highlighted below

4. Tick the **Referred to Committee Meeting(s)** tick box

5. Click on the **Add** Button
6. Update the fields highlighted in red below:

1. **Date of Meeting**
   
   Use the Calendar button to select the Date of the Meeting

2. **Time of Meeting**
   
   Add the Time of the Meeting

3. **Decision**
   
   Select **Reinstate** or **Upheld** as appropriate, if the decision is to **Reinstate**, you must go back to the **Exclusion Details tab** and change the Exclusion Category to a Reinstated Category

4. **Parent/Carer(s) Attended**
   
   Tick this box if the Parent/Carer(s) attended the Meeting

   *The other fields are not used and can be ignored*

   Use the **Save** Button on the top right of the page to Save the Meeting

If you are experiencing any problems logging an exclusion on Capita One- online please email Jacci Hatton –
**jhatton@childrenfirstnorthamptonshire.co.uk**
Independent Appeals Panel Meetings

1. Click on the **Appeals Tab** highlighted below

2. Tick the **Referred for Independent Appeals** tick box

3. Click on the **Add Button**
4. Update the fields highlighted in red below:

![Image of Independent Appeals Panel Meetings]

- **Date Meeting Requested**
  
  Use the Calendar button to select the Date Meeting Requested

- **Date of Meeting**
  
  Use the Calendar button to select the Date of the Meeting

- **Parent/Carer(s) Attended**
  
  Tick this box if the Parent/Carer(s) attended the Meeting

- **Result**
  
  Select the appropriate Result, if the decision is Reinstatement, you must go back to the Exclusion Details tab and change the Exclusion Category to a Reinstated Category.

- **Pupil as Appellant**
  
  Tick this box if the Pupil was the appellant

*The other fields are not used and can be ignored*
Searching for another student

To search for another student, click on the left green arrow to return to the Student Enquiry screen.

10. Logging Out

To log out, click on the Logout text at the bottom right of any screen.