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**CAPITA**  
CHILDREN'S SERVICES

# V4 Exclusions Online Guidance Document for Schools

TYPE OF EXCLUSION	SCHOOLS NEED TO COMPLETE
PERMANENT	<ol style="list-style-type: none"> <li data-bbox="537 1188 1179 1220">1. <a href="#">North Northants CAPITA ONE Online</a> <a href="#">West Northants CAPITA ONE Online</a> Please follow the instructions in this document</li> <li data-bbox="537 1419 1247 1451">2. <a href="#">EIPT Permanent Exclusions Online Form</a></li> </ol>
FIXED PERIOD AND LUNCHTIME	<ol style="list-style-type: none"> <li data-bbox="537 1495 1192 1526">1. <a href="#">North Northants CAPITA ONE On-line</a> <a href="#">West Northants CAPITA ONE Online</a> Please follow the instructions in this document)</li> <li data-bbox="537 1726 1143 1757">2. <a href="#">EIPT General Contact Online Form</a></li> </ol>
AT RISK OF EXCLUSION	<ol style="list-style-type: none"> <li data-bbox="537 1801 1138 1833">1. <a href="#">EIPT General Contact Online Form</a></li> </ol>

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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 online**

**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 – [jacci.hatton@westnorthants.gov.uk](mailto:jacci.hatton@westnorthants.gov.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 online on Internet Explorer, it will not work on Chrome, Firefox or any other browser.**

Logon to the following weblink:

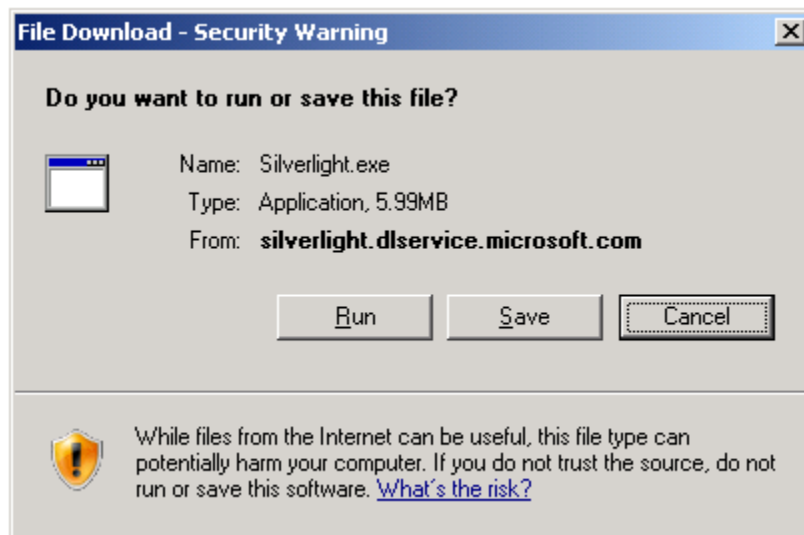
- 1 [North Northants CAPITA ONE Online](#)  
[West Northants CAPITA ONE Online](#)

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 File Download – Security Warning pop up message

“Do you want to run or save this file?”

Click on the Run button



4 Internet Explorer – Security Warning pop up message

Do you want to run this software?

Click on the **Run** Button



5 Install Silverlight pop up message

Users are advised that By clicking Install now you accept the Silverlight license agreement.

The pop up message includes hyperlinks to the Silverlight License Agreement and to View the Silverlight Privacy Statement

Once the Agreement and Privacy Statement have been read, users should

Click on the **Install now** Button



## Logging in (general):

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

- 1 Select the web link appropriate for the Unitary Authority for your school:  
[North Northants CAPITA ONE Online](#)  
[West Northants CAPITA ONE Online](#)

- 2 Capita ONE Online Login pop up message appears

If you are authorised to do so, please log in

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

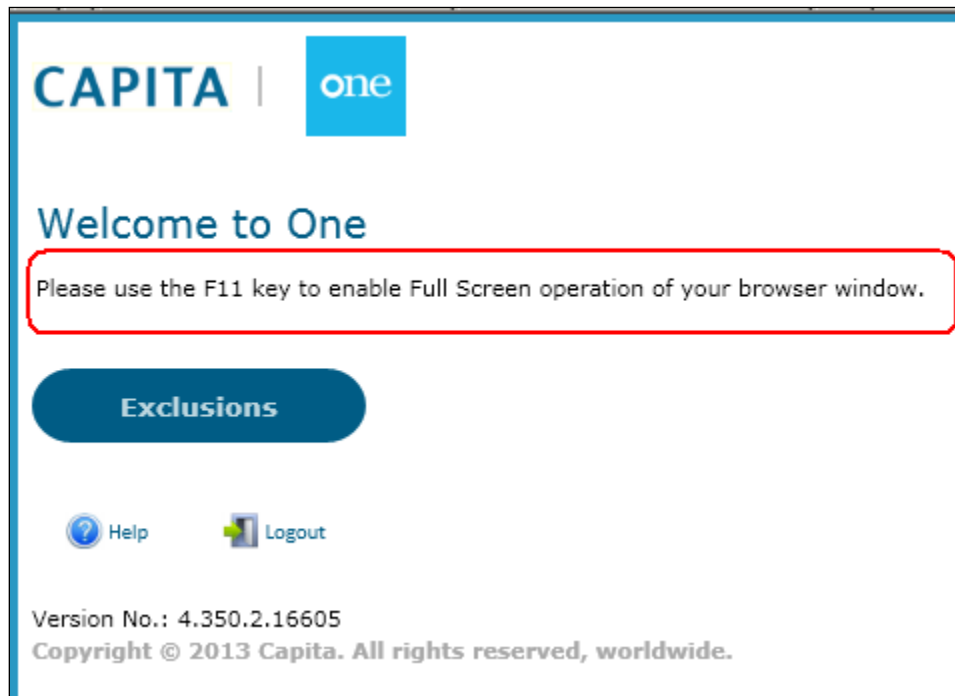
**If you need assistance with your Login ID or Password please contact the IT-Service Desk on 0300 1266661 option**



The screenshot shows the CAPITA ONE Online Login interface. At the top left, the logo consists of the word "CAPITA" in blue and "one" in white on a blue square background. Below the logo is a blue bar with the word "Login" in white. Underneath this bar, the text "If you are authorised to do so, please log in" is displayed. There are two input fields: "User Name" and "Password". Below the "Password" field are two buttons: "Login" and "Change Password". At the bottom of the interface, the text "Version No.: 4.349.2.11761" and "Copyright © 2013 Capita. All rights reserved, worldwide." is visible.

- 2 Welcome to One pop up message appears.

**On screen message advised users to 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.)

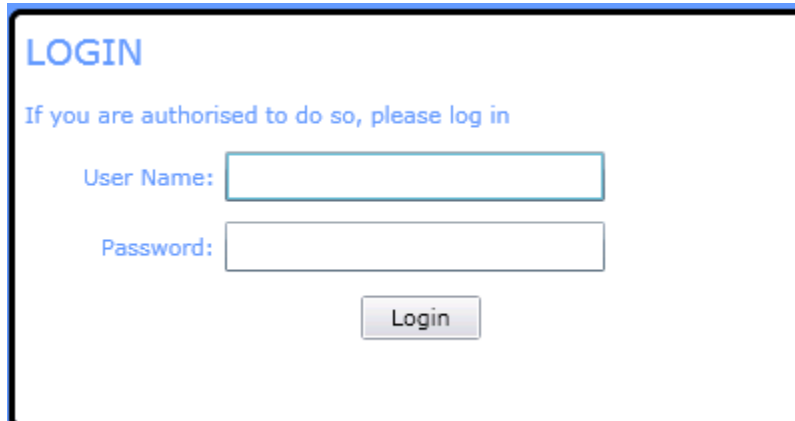


- 3 Click on the Exclusions Button.



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.

- Once you have clicked on the Exclusions Button you will need to logon again using the same **User Name** and **Password** as before and then select the **Login** button



**LOGIN**

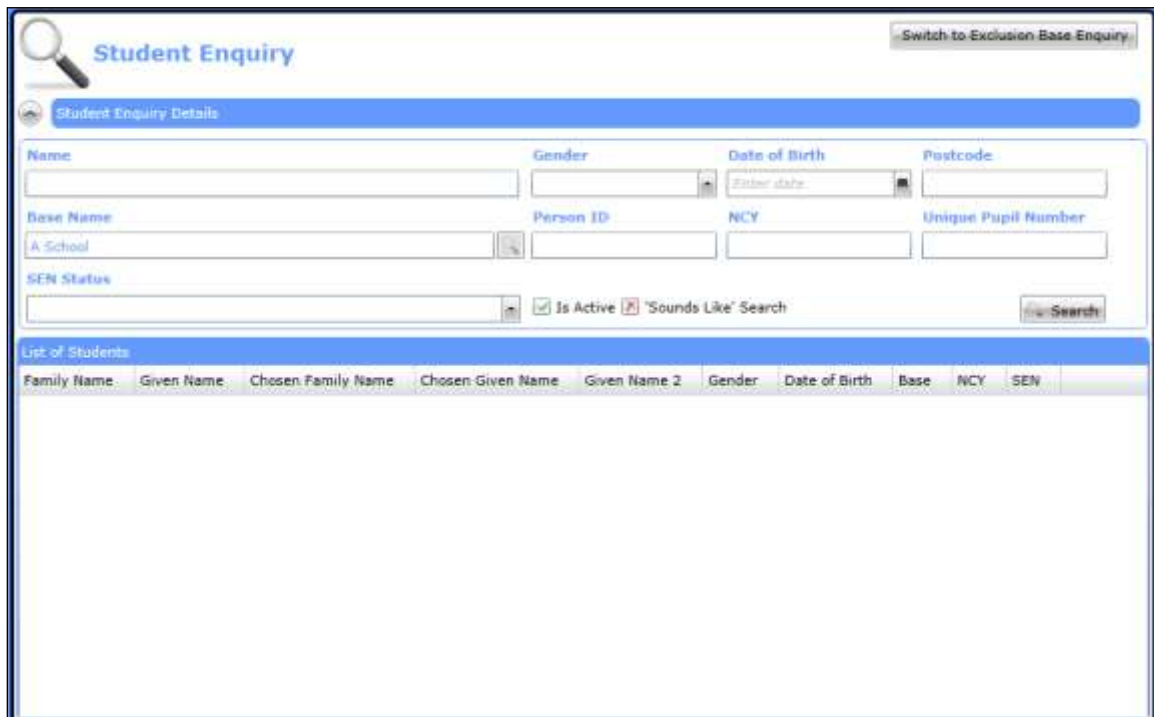
If you are authorised to do so, please log in

User Name:

Password:

Login

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



**Student Enquiry** Switch to Exclusion Base Enquiry

**Student Enquiry Details**

Name  Gender  Date of Birth  Postcode

Base Name  Person ID  NCY  Unique Pupil Number

SEN Status   Is Active  'Sounds Like' Search

**List of Students**

Family Name	Given Name	Chosen Family Name	Chosen Given Name	Given Name 2	Gender	Date of Birth	Base	NCY	SEN
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## 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

The screenshot shows the 'Student Enquiry' interface. At the top right, there is a button labeled 'Switch to Exclusion Base Enquiry'. Below this is a blue header bar with 'Student Enquiry Details'. The main form contains several input fields: 'Name' (with 'Child A' entered), 'Gender', 'Date of Birth' (with 'Enter date' placeholder), 'Postcode', 'Base Name' (with 'A School' entered), 'Person ID', 'NCY', and 'Unique Pupil Number'. Below these fields is a 'SEN Status' dropdown menu. At the bottom of the form, there are two checkboxes: 'Is Active' (checked) and ''Sounds Like' Search' (unchecked). A 'Search' button is located to the right of these checkboxes. Below the form is a table titled 'List of Students' with the following data:

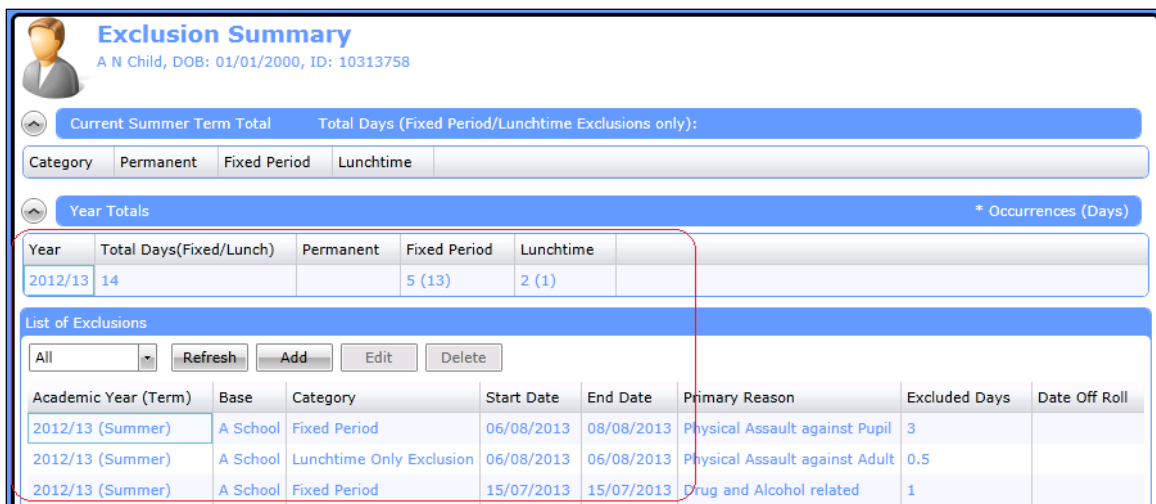
Family Name	Given Name	Chosen Family Name	Chosen Given Name	Given Name 2	Gender	Date of Birth	Base	NCY	SEN
Child	A N	Child	A N Other	Other	Male	01/01/2000	A School		

- 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. Previous Exclusions

To view or open a previous Exclusion record, single click on the Exclusion in the List of Exclusions list and then click on the Green arrow on the right hand side of the screen.

The screenshot shows the 'Exclusion Summary' interface for a student named 'A N Child'. It includes a 'Current Summer Term Total' bar, a 'Year Totals' table, and a 'List of Exclusions' table. The 'Add' button in the 'List of Exclusions' section is highlighted with a red box.

Year	Total Days(Fixed/Lunch)	Permanent	Fixed Period	Lunchtime
2012/13	14		9 (13)	2 (1)

Academic Year (Term)	Base	Category	Start Date	End Date	Primary Reason	Excluded Days	Date Off Roll
2012/13 (Summer)	A School	Fixed Period	06/08/2013	08/08/2013	Physical Assault against Pupil	3	

#### 5. Adding a New Exclusion

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

This screenshot is identical to the previous one, but the 'Add' button in the 'List of Exclusions' section is highlighted with a red box to indicate the action to be taken.

## 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

A N Child, DOB: 01/01/2000, ID: 10313758, Fixed Period on 06/08/2013 for 3 days

Details
Reasons
Support Officers
Governing Body/Management Committee Meetings
Appeals
Linked Documents

### Supporting Information

Home LA Northamptonshire

Student Ethnicity WBRI - British

Looked After Child at Start of Exclusion

NCY at Creation of Exclusion 8

SEN Status at Start of Exclusion ▼

**Category** Fixed Period ▼

Academic Year 2012/13 **Term** Summer Term

**Start Date** 06/08/2013 **Start Time** a.m. ▼

**End Date** 08/08/2013 **End Time** ▼

Base A School ▼

Site ▼

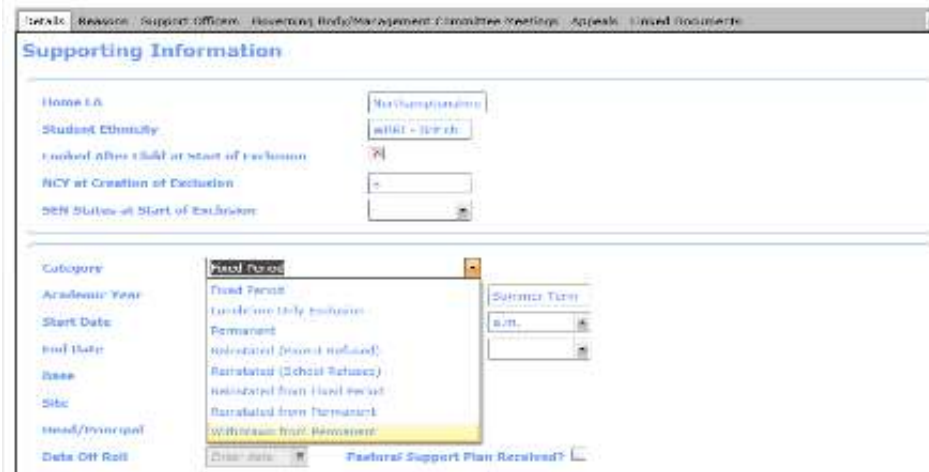
Head/Principal ▼

Date Off Roll Enter date **Pastoral Support Plan Received?**

End Monitoring Date Enter date **Excluded Days** 3

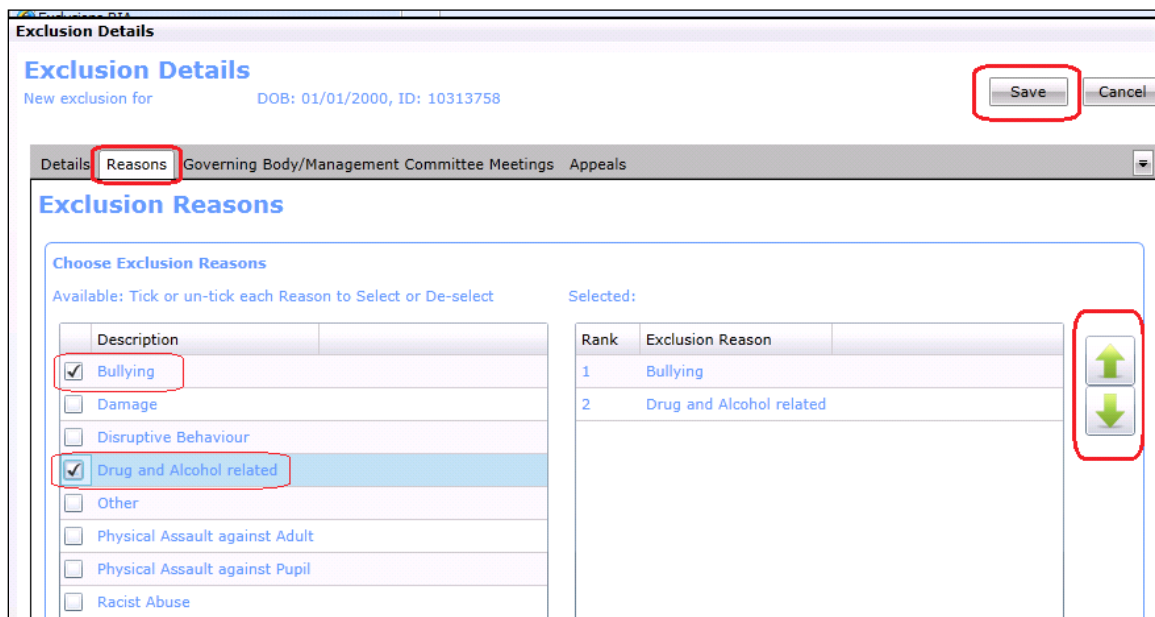
Sixth Day ▼

**The Exclusion categories are displayed when the Category lookup is selected:**

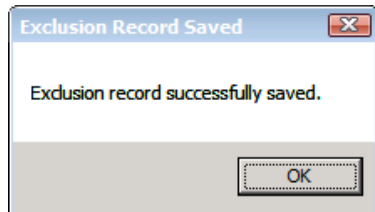


After completing the **Exclusion Details** tab:

- a) Click on the **Reasons** Tab at the top of the page
- b) Choose the relevant Exclusion Reasons from the left hand **Exclusion Reasons** column, by clicking in each of the **Exclusion Reasons** you require. You can select multiple reasons. Once selected, 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.



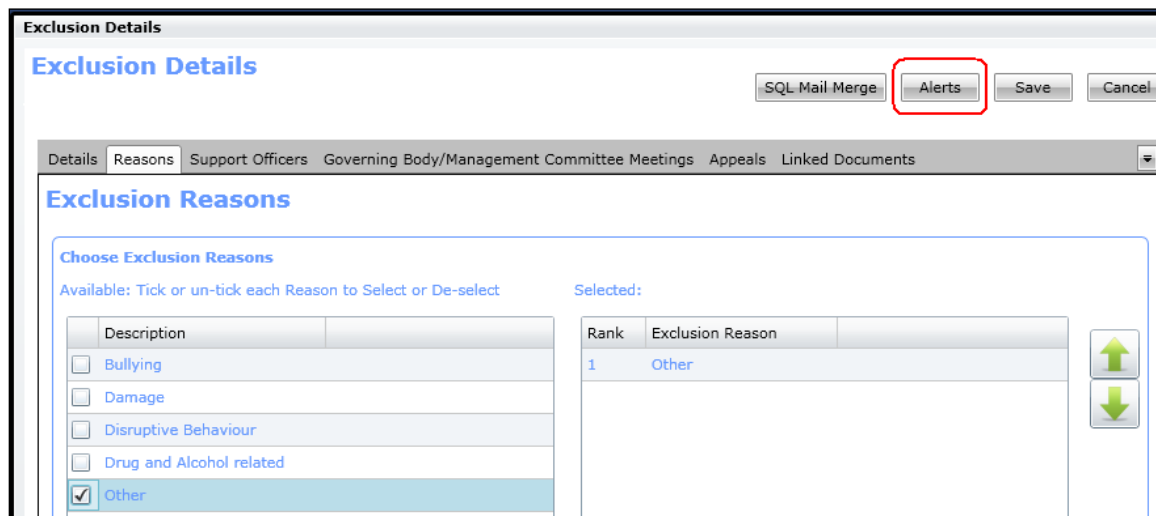
- d) Once you have Added and Ranked your Exclusion Reasons, click on the Save Button on the top right, highlighted above.
- e) If you have added all of the required information for the Exclusion the following message will appear:



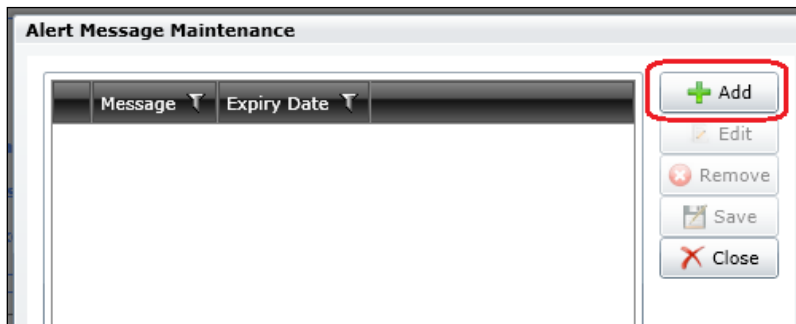
If you have missed any data items, a message will display to tell you what is required.

**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:

A screenshot of the "Exclusion Details" web interface. The title bar says "Exclusion Details". Below the title bar, there are buttons for "SQL Mail Merge", "Alerts" (highlighted with a red box), "Save", and "Cancel". A navigation bar below contains tabs for "Details", "Reasons", "Support Officers", "Governing Body/Management Committee Meetings", "Appeals", and "Linked Documents". The main content area is titled "Exclusion Reasons" and contains a section "Choose Exclusion Reasons". Under "Available: Tick or un-tick each Reason to Select or De-select", there is a list of reasons: "Bullying", "Damage", "Disruptive Behaviour", "Drug and Alcohol related", and "Other" (which is checked). To the right, under "Selected:", there is a table with columns "Rank" and "Exclusion Reason". The table contains one row: Rank 1, Exclusion Reason "Other". To the right of the table are two green arrow buttons (up and down) for reordering.

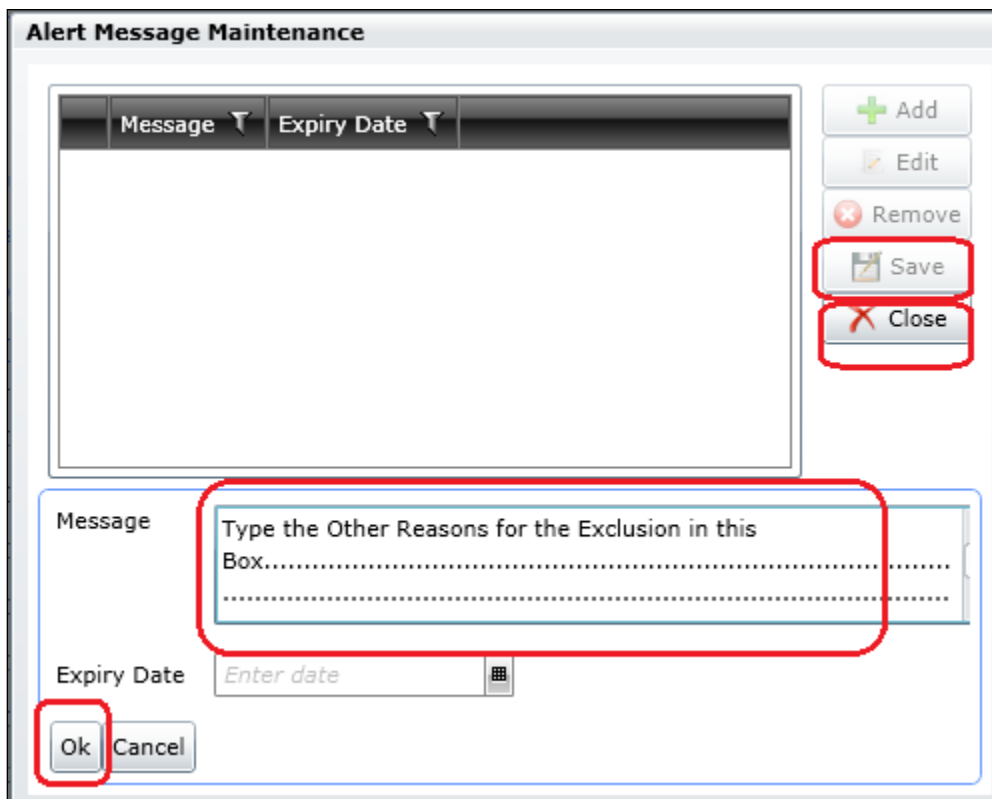
The following box appears, click on the Add Button:



In the Message box, input the Reasons why the "Other Exclusion" option was selected previously. Then click on:

- OK button
- Save button
- Close Button

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

**Exclusion Details**  
 New exclusion      DOB: 01/01/2000, ID: 10313758      SQL Mail Merge   Save   Cancel

Details   Reasons   Support Officers   Governing Body/Management Committee Meetings   Appeals

**Supporting Information**

Home LA: Northamptonshire  
 Student Ethnicity: WBRI - British  
 Looked After Child at Start of Exclusion:   
 NCY at Creation of Exclusion: 0  
 SEN Status at Start of Exclusion:

Category: Lunchtime Only Exclusion  
 Academic Year: 2012/13      Term: Summer Term

8. **Refresh the data** to show the information you've just inputted, by clicking on the 'Refresh' button.

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

Current Summer Term Total      Total Days (Fixed Period/Lunchtime Exclusions only):

Category	Permanent	Fixed Period	Lunchtime

Year Totals      \* Occurrences (Days)

Year	Total Days(Fixed/Lunch)	Permanent	Fixed Period	Lunchtime
2012/13	14		5 (13)	2 (1)

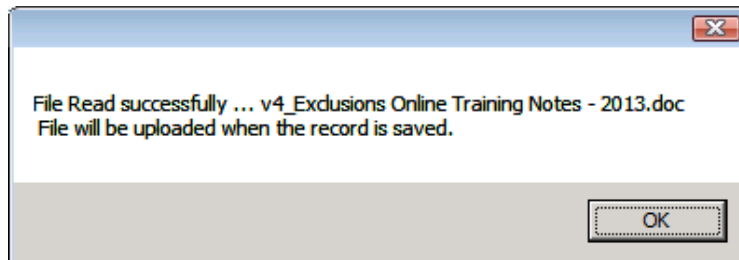
List of Exclusions

All   Refresh   Add   Edit   Delete

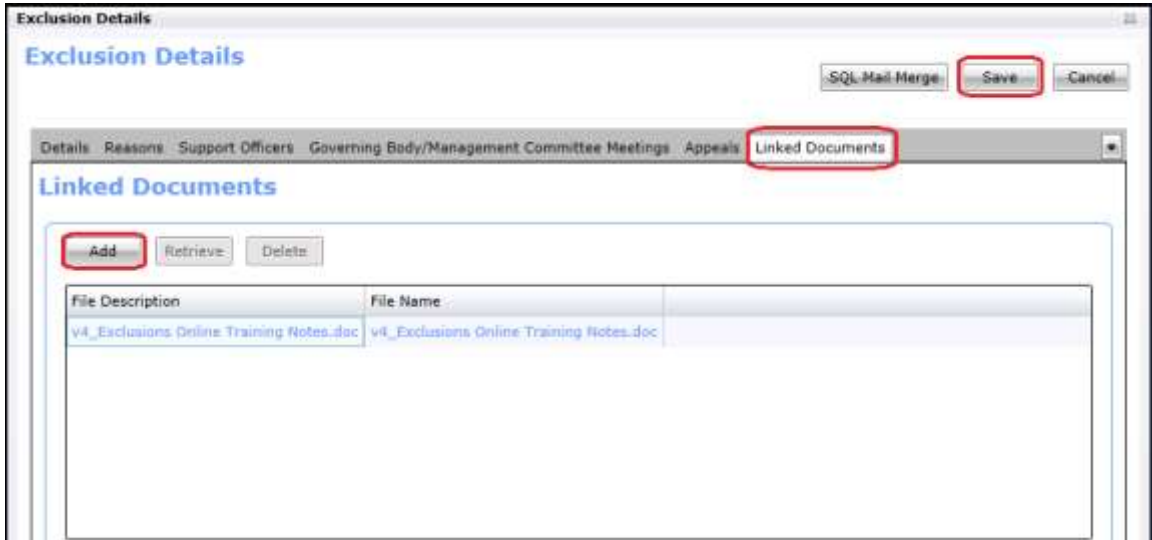
Academic Year (Term)	Base	Category	Start Date	End Date	Primary Reason	Excluded Days	Date Off Roll
2012/13 (Summer)	A School	Fixed Period	06/08/2013	08/08/2013	Physical Assault against Pupil	3	
2012/13 (Summer)	A School	Lunchtime Only Exclusion	06/08/2013	06/08/2013	Physical Assault against Adult	0.5	
2012/13 (Summer)	A School	Fixed Period	15/07/2013	15/07/2013	Drug and Alcohol related	1	
2012/13 (Summer)	A School	Fixed Period	05/07/2013	08/07/2013	Bullying	2	
2012/13 (Summer)	A School	Fixed Period	05/07/2013	08/07/2013	Bullying	2	
2012/13 (Summer)	A School	Fixed Period	10/06/2013	14/06/2013	Bullying	5	
2012/13 (Summer)	A School	Lunchtime Only Exclusion	01/05/2013	01/05/2013	Bullying	0.5	



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. Click on 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:

The screenshot shows the 'Exclusion Summary' page for a student named John Dryden (DOB: 21/01/2000, ID: 278188). It displays summary statistics for 'Current Summer Term Total' and 'Year Totals'. Below this is a 'List of Exclusions' section with buttons for 'All', 'Refresh', 'Add', 'Edit', and 'Delete'. The 'Edit' button is highlighted with a red box. Below the buttons is a table with columns: 'Academic Year (Term)', 'Base', 'Category', 'Start Date', 'End Date', and 'Primary Reason'. The first row of the table is highlighted in red and contains the following data: '2013/14 (Summer)', 'Permanent', '01/05/2014', and 'Physical Assault against Adult'.

Category	Permanent	Fixed Period	Lunchtime
Days			
Occurrences	1		

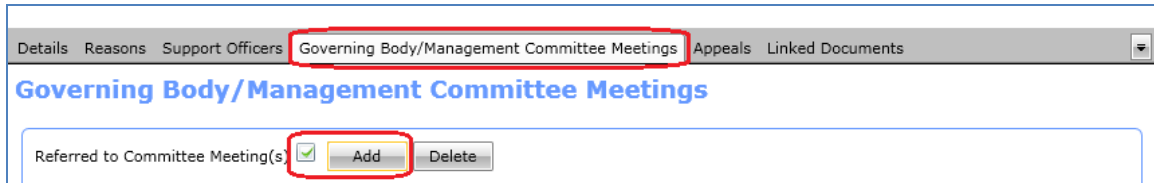
  

Year	Total Days(Fixed/Lunch)	Permanent	Fixed Period	Lunchtime
2013/14		1		
2012/13	12		7 (12)	
2011/12	5		4 (5)	
2010/11	0.5		1 (0.5)	

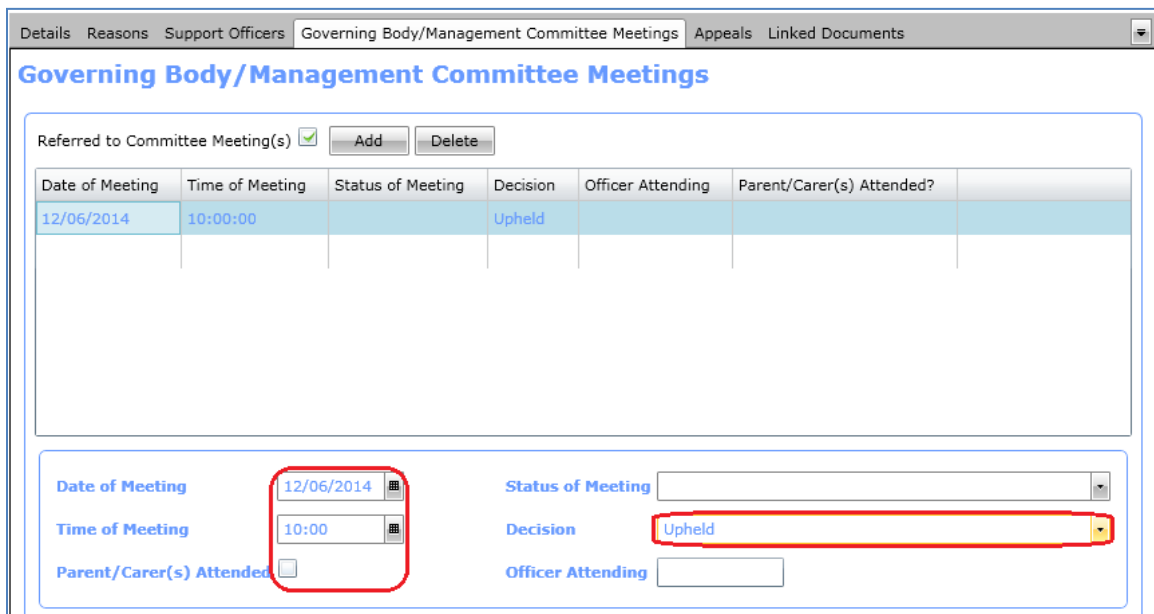
  

Academic Year (Term)	Base	Category	Start Date	End Date	Primary Reason
2013/14 (Summer)		Permanent	01/05/2014		Physical Assault against Adult

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

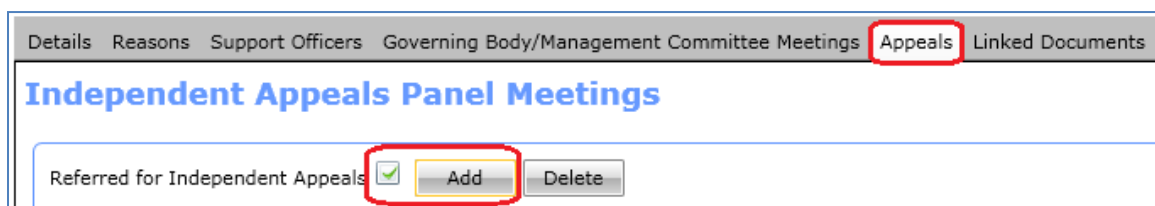
The other fields are not used and can be ignored

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 – [jacci.hatton@westnorthants.gov.uk](mailto:jacci.hatton@westnorthants.gov.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



Details Reasons Support Officers Governing Body/Management Committee Meetings **Appeals** Linked Documents

### Independent Appeals Panel Meetings

Referred for Independent Appeals  **Add** Delete

## 4. Update the fields highlighted in red below:

Details Reasons Support Officers Governing Body/Management Committee Meetings Appeals Linked Documents

### Independent Appeals Panel Meetings

Referred for Independent Appeals

Date Meeting Requested	Date of Meeting	Status of Meeting	Result	Parent/Carer(s) Attended?	Pupil as Appellant
01/06/2014	12/06/2014		Reinstatement	Yes	

Date Meeting Requested  
 Status of Meeting

Date of Meeting  
 Result

Parent/Carer(s) Attended 
 Pupil as Appellant

a. **Date Meeting Requested**

Use the Calendar button to select the Date Meeting Requested

b. **Date of Meeting**

Use the Calendar button to select the Date of the Meeting

a. **Parent/Carer(s) Attended**

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

b. **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.

c. **Pupil as Appellant**

Tick this box if the Pupil was the appellant

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

## Searching for another student

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

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

Current Summer Term Total: Total Days (Fixed Period/Lunchtime Exclusions only):

Category: Permanent Fixed Period Lunchtime

Year Totals: Occurrences: (Days)

Year	Total Days(Fixed/Lunch)	Permanent	Fixed Period	Lunchtime
2012/13	14		5 (13)	2 (1)

List of Exclusions

All Refresh Add Edit Delete

Academic Year (Term)	Base	Category	Start Date	End Date	Primary Reason	Excluded Days	Date Off Roll
2012/13 (Summer)	A School	Fixed Period	06/08/2013	08/08/2013	Physical Assault against Pupil	3	

## Logging Out

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

**Student Enquiry** Switch to Exclusion Base Enquiry

Student Enquiry Details

Name: [ ] Gender: [ ] Date of Birth: [Enter date] [ ] Postcode: [ ]

Base Name: [A School] Person ID: [ ] NCY: [ ] Unique Pupil Number: [ ]

SEN Status: [ ]  Is Active  'Sounds Like' Search

List of Students

Family Name	Given Name	Chosen Family Name	Chosen Given Name	Given Name 2	Gender	Date of Birth	Base	NCY	SEN
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