



Milton Keynes - Exclusions Portal

Recording Exclusions Online

Guidance Document for schools

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Introduction

The Capita ONE Exclusions online portal enables schools and Local Authority staff to maintain a comprehensive record of a child's exclusion history

You will be able to add individual Exclusions for your school and view all previous Exclusions for your school

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

For **Fixed Period Exclusions** Milton Keynes Council only require your school to update the Exclusions online Portal, we do not require an email or copy of the Exclusions letter

For **Permanent Exclusions** please add the Exclusion to the online Exclusions portal and you **must** also continue with the current process of emailing exclusions@milton-keynes.gov.uk the documentation supporting the Permanent Exclusion so that we are notified immediately

Exclusions guidance and template letters:

<https://www.milton-keynes.gov.uk/schools-and-lifelong-learning/information-for-schools/school-exclusions>

Logging in for the first time:

1 Please use **Internet Explorer** only, the software does not run via **Google Chrome**

2 Please use the following link

3

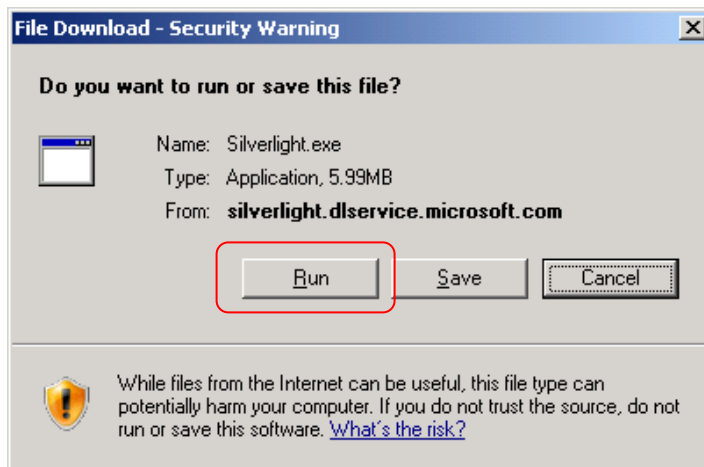
https://emsonline.milton-keynes.gov.uk/ccenterpriseonline_live/

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

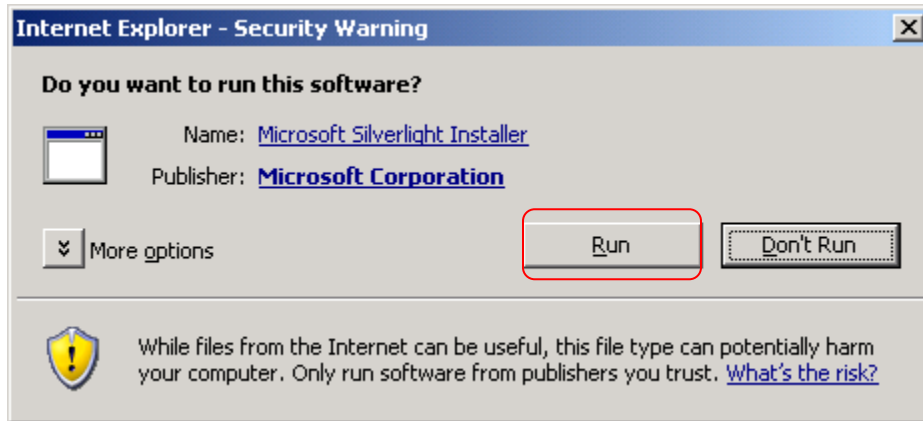


2 If you need to install Silverlight (freely distributed Microsoft software), click on **Get Microsoft Silverlight** button to run the installation wizard

3 Click on Run Button



4 Click on the **Run** Button



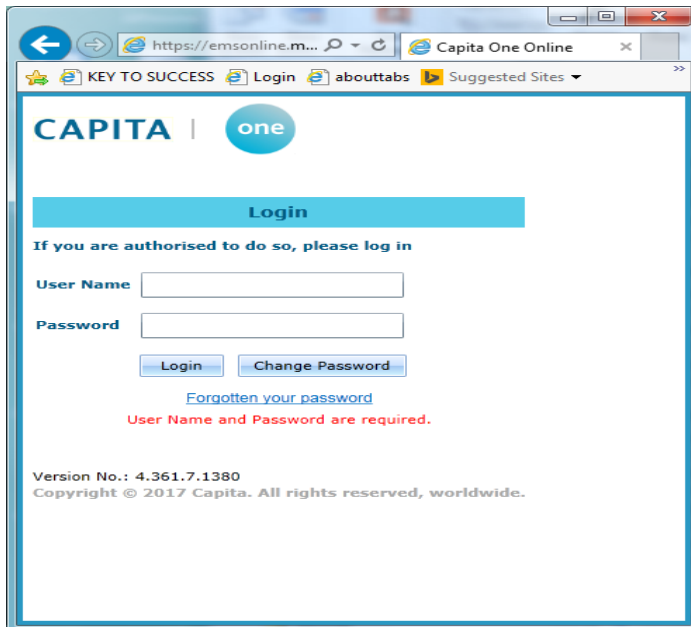
5 Click on the **Install now** Button



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

1. LIVE SITE https://emsonline.milton-keynes.gov.uk/ccsenterpriseonline_live/

You will then see the following logon screen:



Your schools **User Name** is a combination of the following:

MK Local Authority number	826
Your school DfE Number	i.e. 1234
Ending with P for Portal	P
Example school User Name	8261234P

Password Guidance:

Please note that when you change the password for the first time, it will need to meet the following standard:

Password length must be between 10 to 128 characters long

Password must contain at least one uppercase, one lowercase, one numeric and one special character

New password must not numerically increment from previous password

Password must not be the same as the previous 10 passwords

Password must not be the same as the username

Please note that you can request a new password by selecting the **'Forgotten your password'** on the login page, the email will be sent to your schools nominated email address that was originally provided:



https://emsonline.m... Capita One Online

KEY TO SUCCESS Login abouttabs Suggested Sites

CAPITA | one

Login

If you are authorised to do so, please log in

User Name

Password

Login Change Password

[Forgotten your password](#)

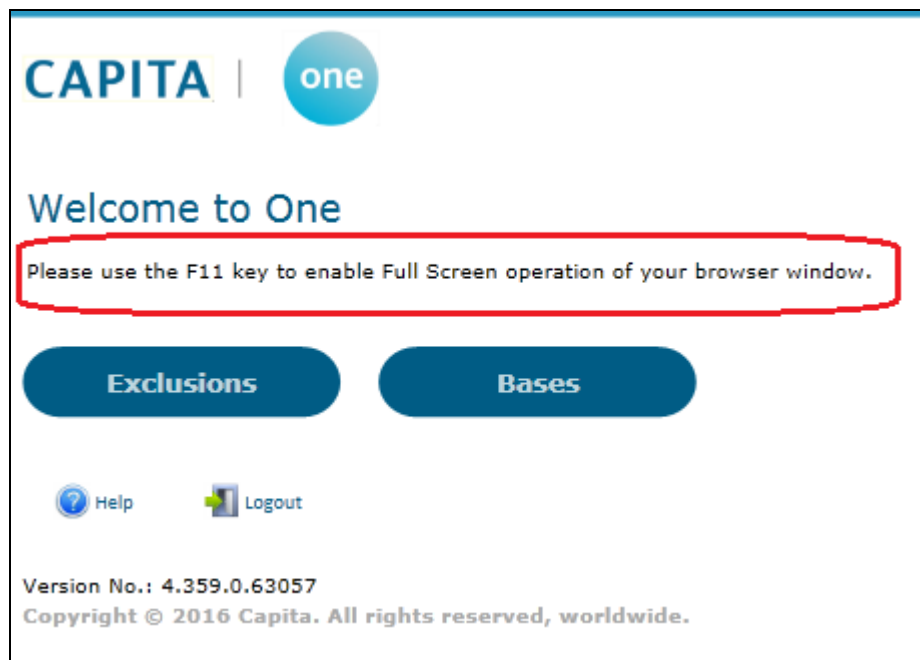
User Name and Password are required.

Version No.: 4.361.7.1380
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Logging in (general)

Once you have entered your **User Name** and **Password** the following screen will appear


(Please use the F11 key to enable Full Screen operation of your browser window if required. 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 lozenge:



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



Student Enquiry

[Switch to Exclusion Base Enquiry](#)

Student Enquiry Details

Name	Gender	Date of Birth	Postcode
<input type="text"/>	<input type="text"/>	<input type="text" value="Enter date"/>	<input type="text"/>
Base Name	Person ID	NCY	Unique Pupil Number
<input type="text" value="A School"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
SEN Status		<input checked="" type="checkbox"/> Is Active <input checked="" type="checkbox"/> 'Sounds Like' Search	
<input type="text"/>		<input type="button" value="Search"/>	

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

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 **Is 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

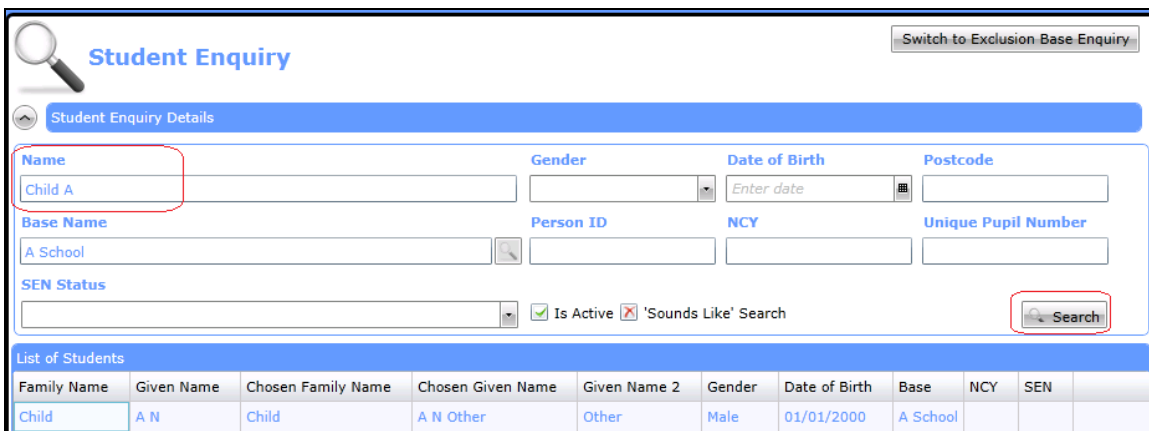
When searching by **Name**, you must enter a **Surname** or **part name** (a minimum of 2 characters), the other fields are optional and may be entered if known

1. Student Enquiry Page

From the **Student Enquiry** screen insert the Student **Name** and then click the **Search** Button

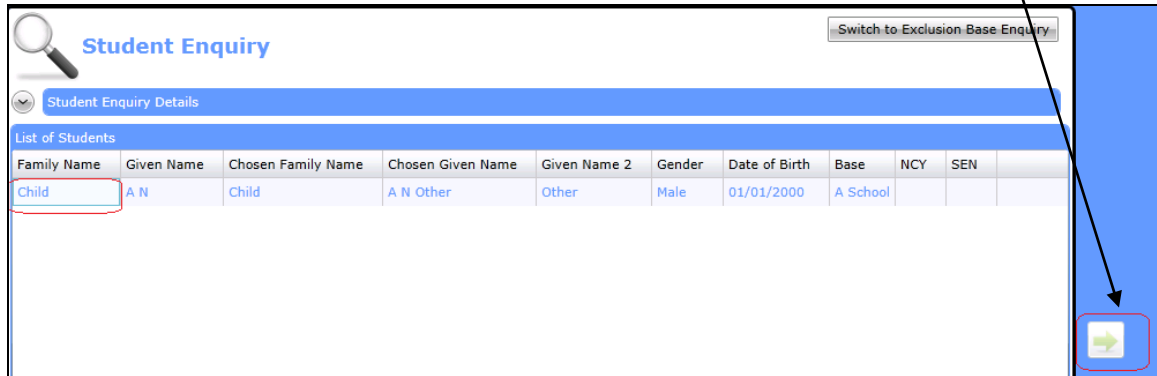
If the Student is not listed and needs adding to the system (i.e. a new starter) please email exclusions@milton-keynes.gov.uk and they will add the new Student to the search for you, please provide the following information:

Surname/Forename/DOB/Gender/Address/School Start Date



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



Student Enquiry

Student Enquiry Details

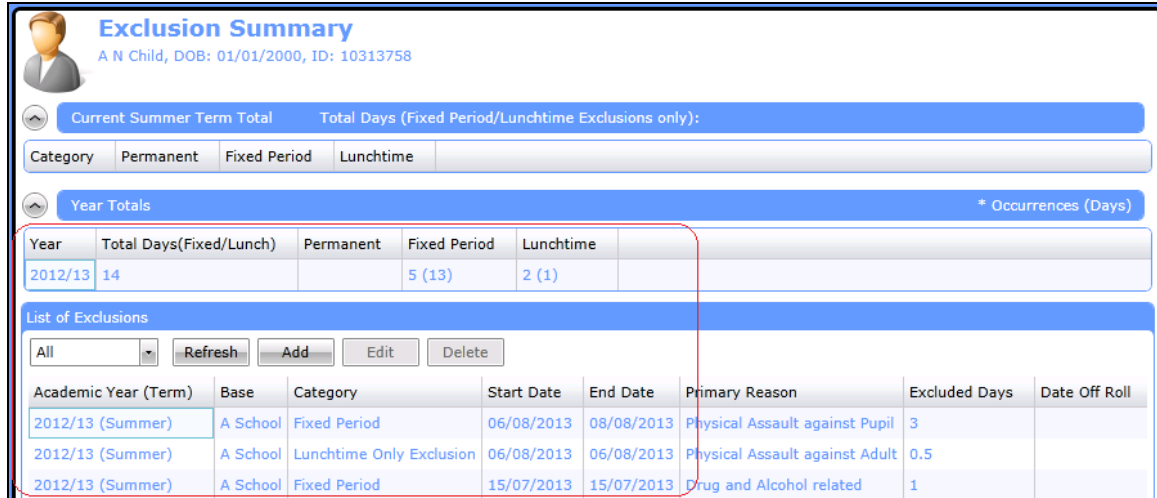
List of Students

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		

Switch to Exclusion Base Enquiry

3. Exclusions Summary Page

If the student has previously been excluded, a summary list will be displayed:



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)

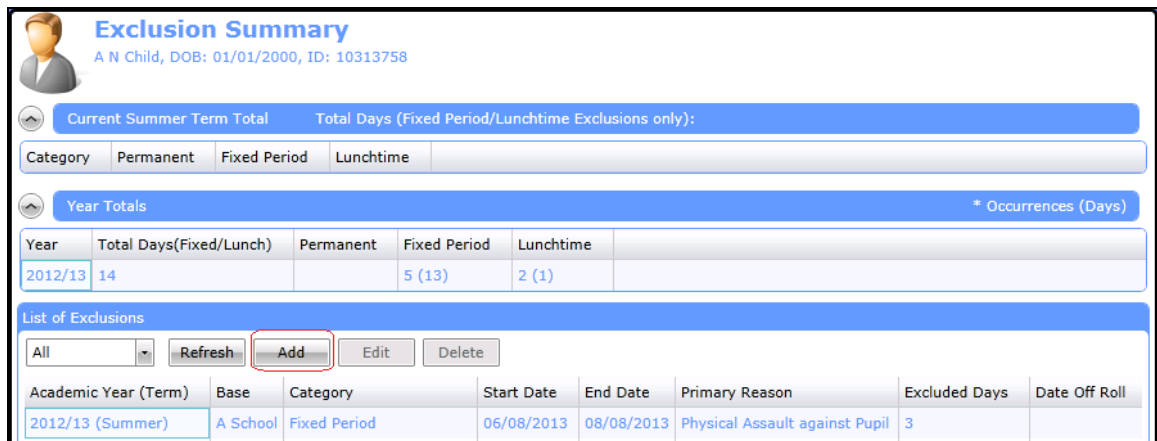
List of Exclusions

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	

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):

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

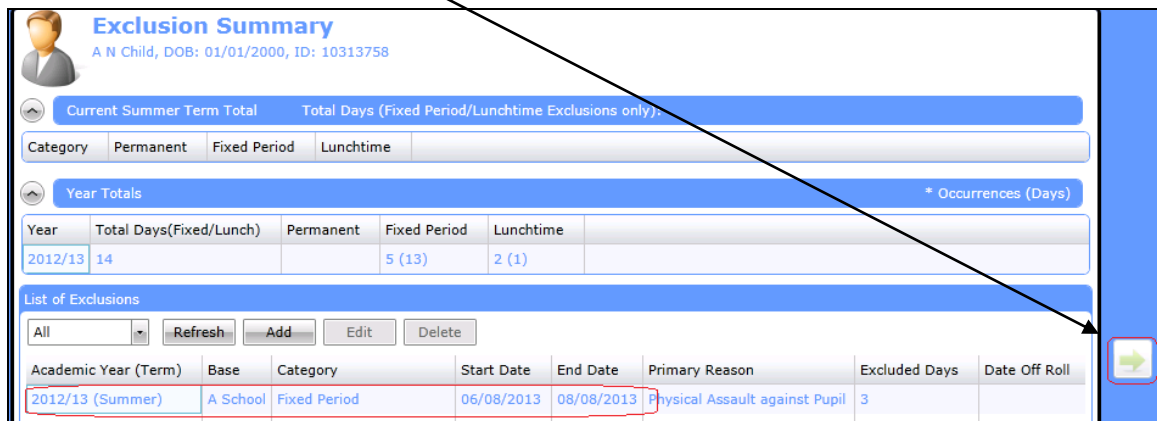
All **Add**

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	

4. Previous Exclusions

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

To Edit a previous Exclusion record use the **Edit** 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

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	

Adding Fixed Period/Lunchtime/Permanent Exclusions

Update the fields highlighted in red below, (**Category, Start Date, End Date**)

Exclusion categories are as follows:

Fixed Period
Lunchtime Only Exclusion
Permanent

***n.b. Permanent Exclusions** do not have an End Date – you **must** also email exclusions@milton-keynes.gov.uk the supporting documentation immediately for **Permanent Exclusions** only and follow the current processes for Permanent Exclusions*

Supporting Information

Home LA	<input type="text" value="Milton Keynes"/>		
Student Ethnicity	<input type="text" value="WBRI - White British"/>		
Looked After Child	<input checked="" type="checkbox"/>		
NCY at Creation of Exclusion	<input type="text" value="7"/>		
SEN Status	<input type="text" value="Education Health and Care Plan"/>		

Category	<input type="text" value="Fixed Period"/>		
Academic Year	<input type="text" value="2015/16"/>	Term	<input type="text" value="Summer Term"/>
Start Date	<input type="text" value="05/07/2016"/>	Start Time	<input type="text" value="a.m."/>
End Date	<input type="text" value="08/07/2016"/>	End Time	<input type="text" value="p.m."/>
Excluded Days Offset	<input type="text" value="0"/>		
Base	<input type="text"/>		
Site	<input type="text"/>		
Head/Principal	<input type="text"/>		
Date Off Roll	<input type="text" value="Enter date"/>	Pastoral Support Plan Received?	<input type="checkbox"/>
End Monitoring Date	<input type="text" value="Enter date"/>	Excluded Days	<input type="text" value="4"/>
Sixth Day	<input type="text"/>		

Half Day Exclusions

If a student has been excluded for part of the day (am or pm) – please select the appropriate Start and End time, both fields are set to a.m. for a morning exclusion or both fields are set to p.m. for an afternoon Exclusion.

Check the calculated number of Excluded Days at the bottom of the page, this should then default to 0.5 (half a day)

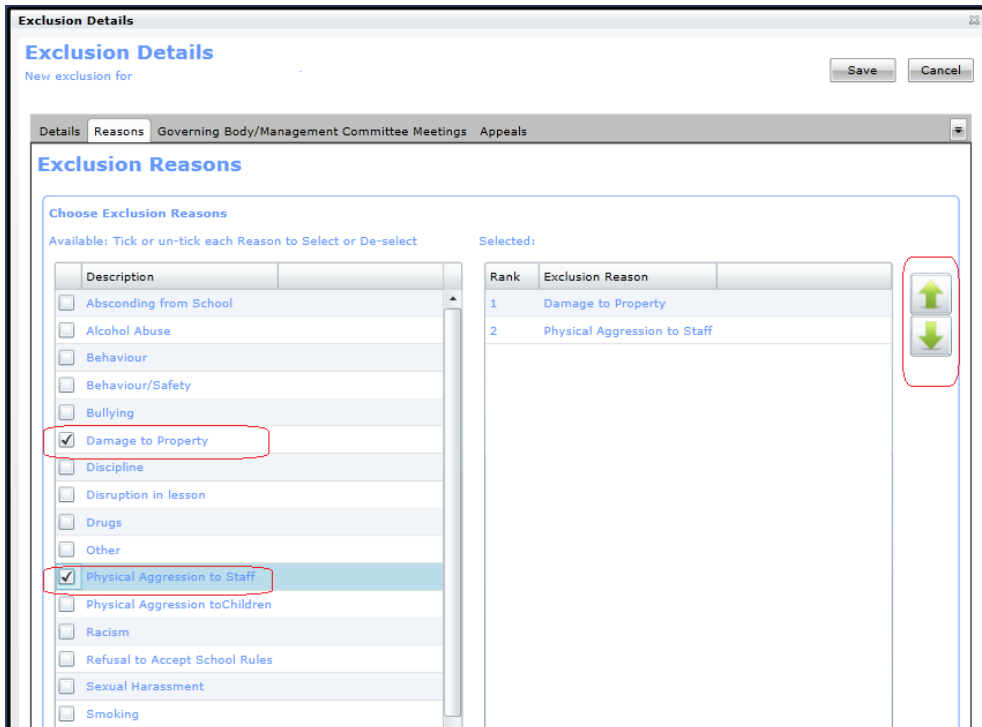
Please see screen print example below for a morning Exclusion:

Category	Fixed Period		
Academic Year	2015/16	Term	Summer Term
Start Date	07/07/2016	Start Time	a.m.
End Date	07/07/2016	End Time	a.m.
Excluded Days Offset	0		
Base			
Site			
Head/Principal			
Date Off Roll	Enter date	Pastoral Support Plan Received?	<input type="checkbox"/>
End Monitoring Date	Enter date	Excluded Days	0.5
Sixth Day			

Exclusion Reasons

After completing the **Exclusion Details** page:

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



Exclusion Details

Exclusion Details
New exclusion for

Save Cancel

Details **Reasons** Governing Body/Management Committee Meetings Appeals

Exclusion Reasons

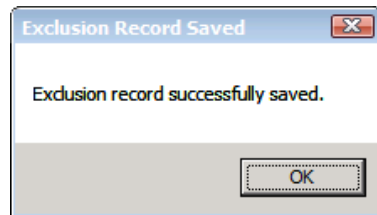
Choose Exclusion Reasons

Available: Tick or un-tick each Reason to Select or De-select

Description	Selected:
<input type="checkbox"/> Absconding from School	Rank Exclusion Reason
<input type="checkbox"/> Alcohol Abuse	1 Damage to Property
<input type="checkbox"/> Behaviour	2 Physical Aggression to Staff
<input type="checkbox"/> Behaviour/Safety	
<input type="checkbox"/> Bullying	
<input checked="" type="checkbox"/> Damage to Property	
<input type="checkbox"/> Discipline	
<input type="checkbox"/> Disruption in lesson	
<input type="checkbox"/> Drugs	
<input type="checkbox"/> Other	
<input checked="" type="checkbox"/> Physical Aggression to Staff	
<input type="checkbox"/> Physical Aggression to Children	
<input type="checkbox"/> Racism	
<input type="checkbox"/> Refusal to Accept School Rules	
<input type="checkbox"/> Sexual Harassment	
<input type="checkbox"/> Smoking	

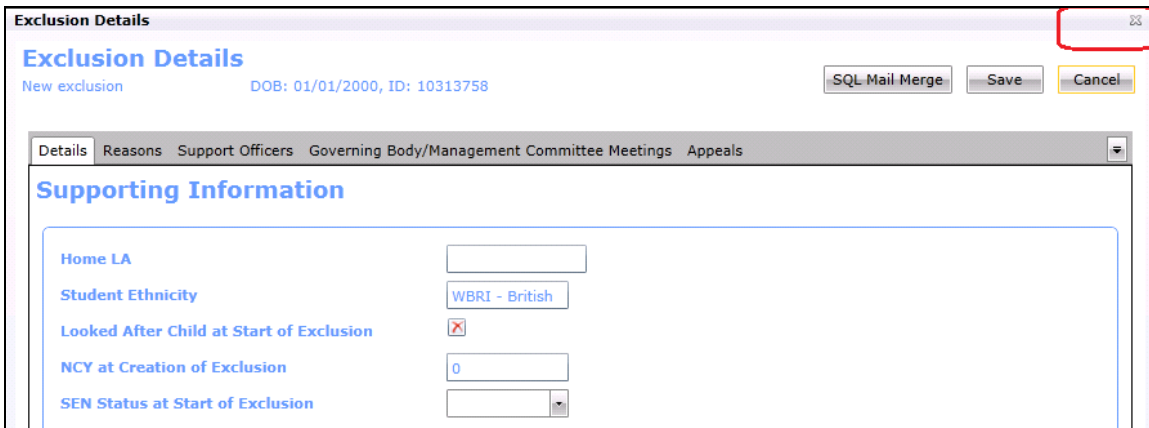
- b) In the left hand **Exclusion Reasons** column, insert a tick in each of the **Exclusion Reasons** you require, you can select multiple reasons, these Reasons will then be moved to the right hand column
- c) Once you have Added your Exclusion Reasons, click on the **Save** Button on the top right of the screen

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

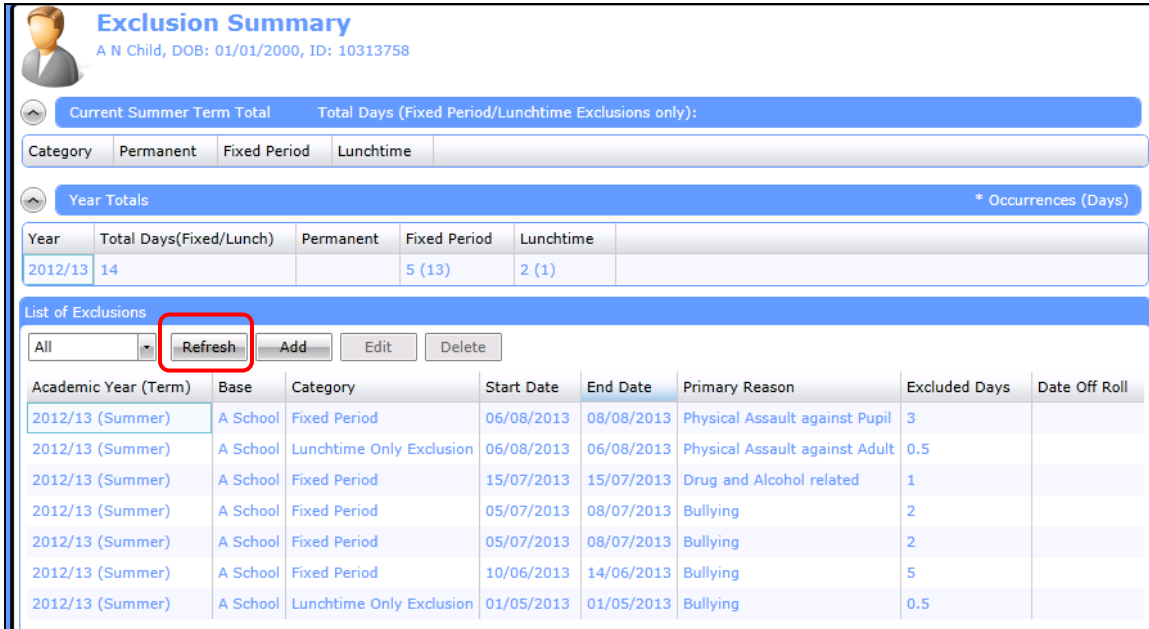


If you have missed any data items an error message will display to tell you what is required

Close the Exclusion record by clicking on the "X" in the top right corner of the Exclusion Details screen

A screenshot of the "Exclusion Details" web application interface. The title bar at the top says "Exclusion Details" and has a close button (X) highlighted with a red box. Below the title bar, the page title is "Exclusion Details" and it says "New exclusion" and "DOB: 01/01/2000, ID: 10313758". There are three buttons: "SQL Mail Merge", "Save", and "Cancel". Below this is a tabbed interface with tabs for "Details", "Reasons", "Support Officers", "Governing Body/Management Committee Meetings", and "Appeals". The "Details" tab is active, showing a section titled "Supporting Information" with several fields: "Home LA" (text input), "Student Ethnicity" (dropdown menu showing "WBRI - British"), "Looked After Child at Start of Exclusion" (checkbox checked), "NCY at Creation of Exclusion" (text input showing "0"), and "SEN Status at Start of Exclusion" (dropdown menu).

5. **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)

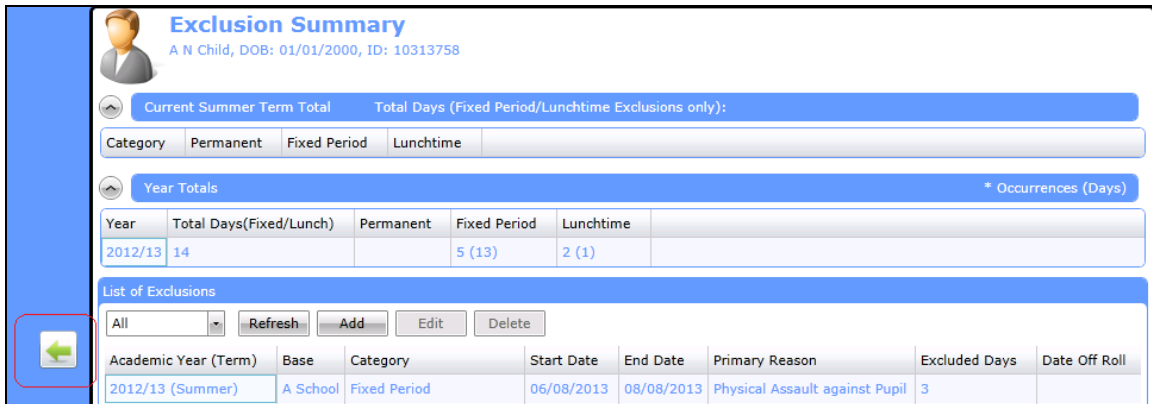
Year	Total Days(Fixed/Lunch)	Permanent	Fixed Period	Lunchtime
2012/13	14		5 (13)	2 (1)

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	

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



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	

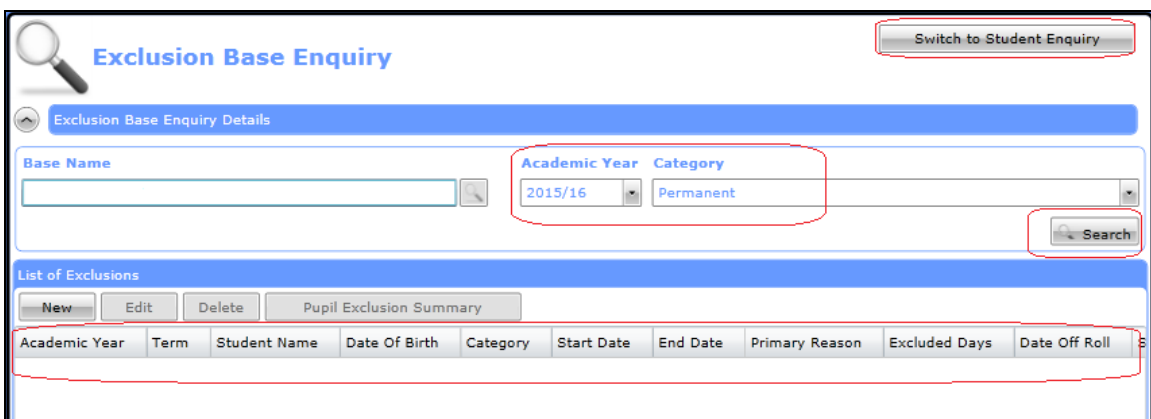
Searching for your own schools Exclusion records:

To search for a list of the Exclusion records at your school, click on the Switch to Exclusion Base Enquiry button highlighted in red below:



The screenshot shows the 'Student Enquiry' interface. At the top right, a button labeled 'Switch to Exclusion Base Enquiry' is highlighted with a red rectangle. Below the title bar, there are several input fields: 'Name', 'Gender', 'Date of Birth' (with a date picker), 'Postcode', 'Base Name' (pre-filled with 'The Radcliffe School'), 'Person ID', 'NCY', and 'Unique Pupil Number'.

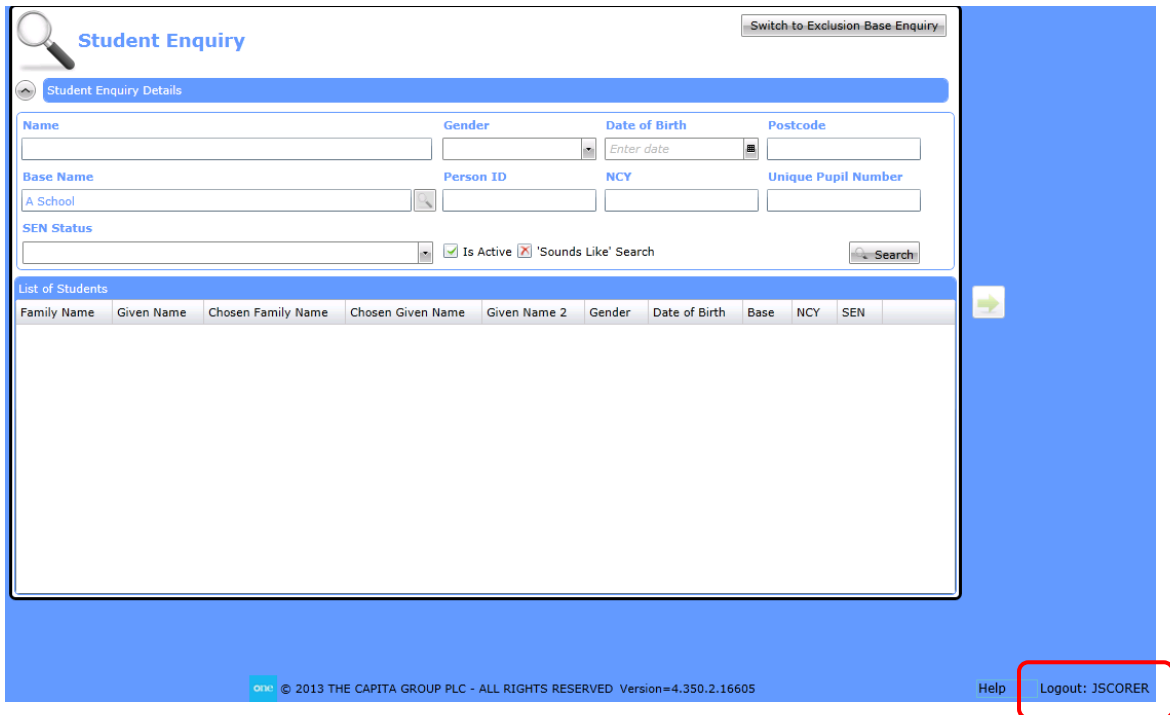
Your options are highlighted in red below, you can select an **Academic Year** or leave blank for all years, you can also select an individual **Exclusion Category** i.e. **Permanent** or leave blank for All. Then click on the **Search** Button to retrieve the list of Exclusions, you can then click on each column heading to sort in the order you prefer, you can use the bottom right scroll bar to scroll for extra fields, once you have finished click on the top **Switch to Student Enquiry Button** to go back to your Student Search screen to add a new Exclusion



The screenshot shows the 'Exclusion Base Enquiry' interface. At the top right, a button labeled 'Switch to Student Enquiry' is highlighted in red. Below the title bar, there are input fields for 'Base Name', 'Academic Year' (pre-filled with '2015/16'), and 'Category' (pre-filled with 'Permanent'). A 'Search' button is highlighted in red. Below the search fields, there is a 'List of Exclusions' section with buttons for 'New', 'Edit', 'Delete', and 'Pupil Exclusion Summary'. A table header is highlighted in red, showing columns: 'Academic Year', 'Term', 'Student Name', 'Date Of Birth', 'Category', 'Start Date', 'End Date', 'Primary Reason', 'Excluded Days', and 'Date Off Roll'.

Logging Out

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



Student 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 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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Help Logout: JSCORER