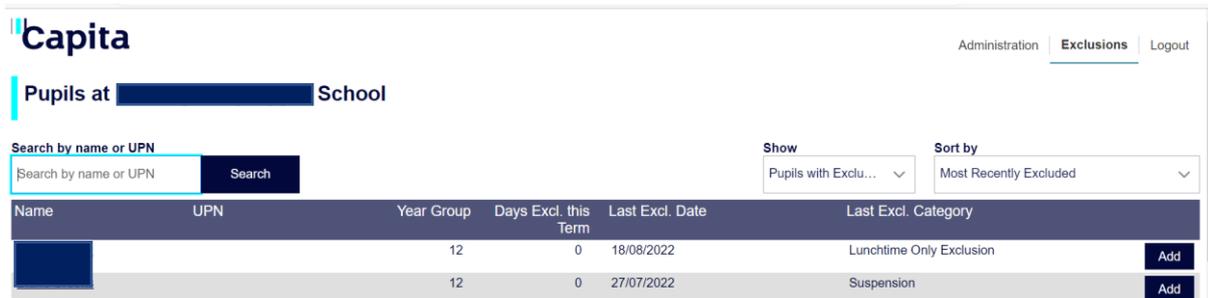


Exclusions Portal – Guidance document for schools

Adding a new exclusion can be done in two ways

Log in to the Exclusions Portal. Under the *Exclusions* tab, pupils attending the school will be listed. Click the *Add* button against the relevant pupil to add a new exclusion



The screenshot shows the Capita Exclusions Portal interface. At the top, there are navigation tabs for 'Administration', 'Exclusions', and 'Logout'. Below this, the page title is 'Pupils at [redacted] School'. There is a search bar with the text 'Search by name or UPN' and a 'Search' button. To the right, there are dropdown menus for 'Show' (set to 'Pupils with Exclu...') and 'Sort by' (set to 'Most Recently Excluded'). Below these is a table with the following columns: Name, UPN, Year Group, Days Excl. this Term, Last Excl. Date, and Last Excl. Category. Two rows are visible, each with an 'Add' button at the end.

Name	UPN	Year Group	Days Excl. this Term	Last Excl. Date	Last Excl. Category	
[redacted]	[redacted]	12	0	18/08/2022	Lunchtime Only Exclusion	Add
[redacted]	[redacted]	12	0	27/07/2022	Suspension	Add

Alternative way to add a new exclusion and to view past exclusions

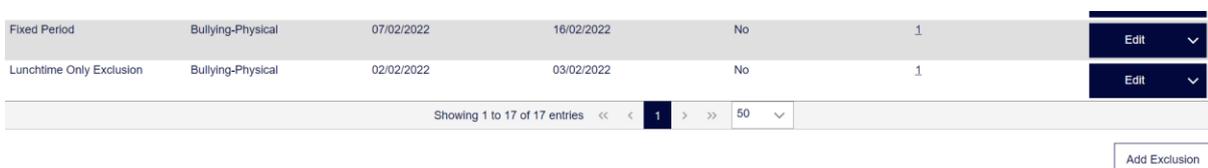
Log into the Exclusions Portal. Under the Exclusions tab, pupils attending the school will be listed. Click the Pupil's name to be navigated to the pupil's exclusions summary and other details



The screenshot shows the Capita Exclusions Portal interface for a specific pupil. At the top, there are navigation tabs for 'Administration', 'Exclusions', and 'Logout'. Below this, the pupil's name is displayed. There are several fields for pupil details: Gender (Female), Date of Birth ([redacted]), Year Group (12), UPN (None), Home LA (Bedfordshire 97), LAC (No), SEND Status (None), and Currently Excluded? (No). There are also two boxes showing '0 Days this term' and '0 Days this academic year'. Below this is a section titled 'Exclusions from Hastingsbury Upper School' with a 'Show' dropdown set to '2021/22' and a 'Sort by' dropdown set to 'Most recent'. Below this is a table with the following columns: Exclusion Category, Primary Reason, Start Date, End Date, Meetings, and Supporting Documents. There are four rows of exclusion records, each with an 'Edit' button at the end.

Exclusion Category	Primary Reason	Start Date	End Date	Meetings	Supporting Documents	
Lunchtime Only Exclusion	Persistent Disrupt. Behaviour	18/08/2022	19/08/2022	Yes	-	Edit
Fixed Period	Bullying	18/07/2022	22/07/2022	No	1	Edit
Warning	Damage	14/07/2022		No	-	Edit
Reinstated from Suspension	Drug/Alcohol related	06/05/2022	17/08/2022	Yes	-	Edit

The Add Exclusion button is displayed at the bottom of the Pupil record.



The screenshot shows a list of exclusion records. The table has the same columns as the previous screenshot. There are two rows of exclusion records, each with an 'Edit' button at the end. Below the table is a pagination bar showing 'Showing 1 to 17 of 17 entries' and a page number '1'. At the bottom right, there is an 'Add Exclusion' button.

Fixed Period	Bullying-Physical	07/02/2022	16/02/2022	No	1	Edit
Lunchtime Only Exclusion	Bullying-Physical	02/02/2022	03/02/2022	No	1	Edit

Showing 1 to 17 of 17 entries << < 1 > >> 50

Add Exclusion

When adding a new exclusion, different fields are displayed to be populated, depending on the Exclusion Category value.

Example for Permanent Exclusion:

Exclusion Details

Mandatory fields are marked with a red asterisk *

Exclusion category *
Permanent

Start date *
DD/MM/YYYY AM

End monitoring date
DD/MM/YYYY

Sixth day
DD/MM/YYYY

Length to date

LAC on exclusion start date

SEN status on exclusion start date
Please select

A Pastoral support plan has been received

For permanent exclusions we require a copy of the letter sent to the parent regarding the exclusion. Please send a copy to: exclusions@milton-keynes.gov.uk

Example for Other Exclusion (i.e., Fixed term, Lunchtime only):

Exclusion Details

Mandatory fields are marked with a red asterisk *

Exclusion category *
Warning

Start date *
DD/MM/YYYY AM

End date
DD/MM/YYYY PM

End monitoring date
DD/MM/YYYY

LAC on exclusion start date

SEN status on exclusion start date
Please select

A Pastoral support plan has been received

Editing an existing Exclusion or deleting an Exclusion

Log into the Exclusions Portal and navigate to the Exclusions Tab. Select the Pupil's name to list the Exclusions summary. The Edit and Delete buttons are present.

Capita Administration Exclusions Logout

Gender: Female | Date of Birth: | Year Group: 12 | UPN: None | Home LA: Bedfordshire 97 | LAC: No | SEND Status: None | Currently Excluded?: No

0 Days this term | 0 Days this academic year

Exclusions from School | Show: 2021/22 | Sort by: Most recent

Exclusion Category	Primary Reason	Start Date	End Date	Meetings	Supporting Documents	
Lunchtime Only Exclusion	Persistent Disrupt. Behaviour	18/08/2022	19/08/2022	Yes	-	Edit
Fixed Period	Bullying	18/07/2022	22/07/2022	No	1	Delete
Warning	Discipline	14/07/2022		No	-	