

**Information Sharing Agreement between Derbyshire County Council and Derbyshire Schools
(Including Academies and Multi Academy Trusts)**

Information Sharing Schedule 10

Permanent Exclusion - Granicus Web Form

Partners involved in Information Sharing Activity	Derbyshire County Council Derbyshire Schools (Including Academies and Multi Academy Trusts)																																								
Reason of information to be shared	Schools have a statutory responsibility to notify the LA about permanent exclusion in order for the LA to secure education by Day 6 of the headteacher's decision to exclude. Schools complete a Granicus web form to notify																																								
Legal basis and Statute of information to be shared	<p>Public Task Art 6(1)e - Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller</p> <p>For special category data:</p> <p>Art 9(2)(g) - Processing is necessary for reasons of substantial public interest</p> <p>Education Act 1996 Section 19 - local authorities must provide suitable full-time education to permanently excluded pupils from the 6th day of exclusion.</p>																																								
Information to be Shared	<table border="1"> <thead> <tr> <th data-bbox="552 1283 1145 1319">School Details</th> <th data-bbox="1153 1283 1334 1319">Static Text</th> </tr> </thead> <tbody> <tr> <td data-bbox="552 1330 1145 1361">Search Derbyshire school name or location</td> <td data-bbox="1153 1330 1334 1361">Text</td> </tr> <tr> <td data-bbox="552 1373 1145 1404">School Types</td> <td data-bbox="1153 1373 1334 1404">List</td> </tr> <tr> <td data-bbox="552 1415 1145 1447">School Name</td> <td data-bbox="1153 1415 1334 1447">Text</td> </tr> <tr> <td data-bbox="552 1458 1145 1489">School DFE Number</td> <td data-bbox="1153 1458 1334 1489">Text</td> </tr> <tr> <td data-bbox="552 1500 1145 1532">Name of person reporting exclusion</td> <td data-bbox="1153 1500 1334 1532">Text</td> </tr> <tr> <td data-bbox="552 1543 1145 1574">Position of person reporting exclusion</td> <td data-bbox="1153 1543 1334 1574">Text</td> </tr> <tr> <td data-bbox="552 1585 1145 1617">School telephone number</td> <td data-bbox="1153 1585 1334 1617">Text</td> </tr> <tr> <td data-bbox="552 1628 1145 1659">Email Address</td> <td data-bbox="1153 1628 1334 1659">Text</td> </tr> <tr> <td data-bbox="552 1671 1145 1702">Type of school</td> <td data-bbox="1153 1671 1334 1702">List</td> </tr> <tr> <th data-bbox="552 1713 1145 1749">Pupil Details</th> <th data-bbox="1153 1713 1334 1749">Static Text</th> </tr> <tr> <td data-bbox="552 1760 1145 1792">Pupil's name</td> <td data-bbox="1153 1760 1334 1792">Text</td> </tr> <tr> <td data-bbox="552 1803 1145 1834">Is this the pupil's preferred name?</td> <td data-bbox="1153 1803 1334 1834">List</td> </tr> <tr> <td data-bbox="552 1845 1145 1877">Pupil prefers to be known as</td> <td data-bbox="1153 1845 1334 1877">Text</td> </tr> <tr> <td data-bbox="552 1888 1145 1919">Pupil's date of birth</td> <td data-bbox="1153 1888 1334 1919">Date</td> </tr> <tr> <td data-bbox="552 1930 1145 1962">Gender:</td> <td data-bbox="1153 1930 1334 1962">List</td> </tr> <tr> <td data-bbox="552 1973 1145 2036">If you've selected Another. Please enter the Gender</td> <td data-bbox="1153 1973 1334 2036">Text</td> </tr> <tr> <td data-bbox="552 2047 1145 2078">Gender pronouns preferred</td> <td data-bbox="1153 2047 1334 2078">List</td> </tr> <tr> <td data-bbox="552 2089 1145 2121">Year Group</td> <td data-bbox="1153 2089 1334 2121">List</td> </tr> </tbody> </table>			School Details	Static Text	Search Derbyshire school name or location	Text	School Types	List	School Name	Text	School DFE Number	Text	Name of person reporting exclusion	Text	Position of person reporting exclusion	Text	School telephone number	Text	Email Address	Text	Type of school	List	Pupil Details	Static Text	Pupil's name	Text	Is this the pupil's preferred name?	List	Pupil prefers to be known as	Text	Pupil's date of birth	Date	Gender:	List	If you've selected Another. Please enter the Gender	Text	Gender pronouns preferred	List	Year Group	List
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	Is this pupil a Derbyshire Resident?	List
	If no - Please also notify the local authority in which the pupil lives since they have responsibility for Day 6 provision	Static Text
	As the pupil is not a Derbyshire resident, please select the pupil's Local Authority	List
	Pupils ethnicity	List
	Please specify any other White background	Text
	Child UPN	Text
	Does the pupil have SEN status	List
	Pupil SEN status	List
	Is the pupil known to Social Care	List
	Social Care status	List
	Social Worker	List
	Name of Social Worker	Text
	Telephone number of Social Worker	Text
	Email address of Social Worker	Text
	Is the pupil eligible for free school meals?	List
	Does this child have a part-time timetable?	List
	Please confirm you have closed any open part-time timetables at the point of permanent exclusion.	List
	Is the school in receipt of pupil premium for this pupil?	List
	Was the pupil on a suspension, immediately before this PEX start date?	List
	Can you confirm if there is Police involvement with the pupil?	List
	If no - The suspension needs to be completed in full (not reduced) prior to starting the permanent exclusion.	Static Text
	Permanant Exclusion Details	Static Text
	Start Date of Permanent Exclusion	Date
	Permanent Exclusion Primary Reason:	List
	Are there additional Permanent Exclusion reasons?	List
	Permanent Exclusion additional reasons	List
	Have you got any planned closures or INSET days in the next 8 weeks?	List
	If yes - You only need to include anything outside of the standard school holidays – additional planned closures outside of the standard Derbyshire school term dates e.g INSET days, Strikes, Polling Station.	Static Text
	Enter dates and reasons	Static Text
	Date	Date
	Reason	Text
	Governors Meeting Deadline Date	Date
	Please inform us of any additional information you feel is relevant	Text
	Parent/Carer Contact Details:	Static Text
	Parent 1 Full Name	Text

	Parent 1 Telephone number	Text
	Parent 1 Address	Text
	Parent 1 Email Address	Text
	Please note it is important you notify the parent / carer's of the permanent exclusion in parallel with notifying the local authority.	Static Text
	Parent 2 Full Name	Text
	Parent 2 Telephone number	Text
	Parent 2 Address	Text
	Parent 2 Email Address	Text
	Does this parent / carer have parental responsibility?	List
	Please select the child's main address at the start of the permanent exclusion	List
	Declaration	
	I confirm I have reviewed all the information provided in this application and the details are correct at the time of submission.	list

How will Data Subjects be made aware of data sharing process and their rights	Privacy Notices of partner organisations
Format of Information to be Shared	Granicus Web Form
Data Minimisation Control	Information to be shared reviewed on annual basis by Corporate Services and Transformation - Digital Services
Data Quality Controls	Partner organisations will comply with terms of current Information Sharing Agreement between Derbyshire County Council and Derbyshire Schools (Including Academies and Multi Academy Trusts)
Security Controls on Information Sharing	Information will be shared via Granicus using a secure online web form and in accordance with terms of current Information Sharing Agreement between Derbyshire County Council and Derbyshire Schools (Including Academies and Multi Academy Trusts)

Retention and Disposal Controls	Partner organisations will comply with terms of current Information Sharing Agreement between Derbyshire County Council and Derbyshire Schools (Including Academies and Multi Academy Trusts)
Timing and Frequency of Data Sharing	Data collected when headteacher makes decision to exclude.
Contact Details of Partners	Contact e mail address for Corporate Services and Transformation - Digital Services cs.informationenquiries@derbyshire.gov.uk