Suspensions Instructions for Template - V5

Please use the updated version V5 for reporting any **Suspensions** if you are **not using Integris MIT** which will export data automatically subject to appropriate parts of the system correctly completed. Any advice needed with Integris please contact School Support for training and support on 01629 536789.

Only complete this form for Suspensions. Please report these on a weekly basis.

- The DFE number should be entered in full e.g. 830XXXX (no space between 830 and put your school number instead of XXXX).
- School Name should be in full.
- Forename – first name only (no middle names).
- Surname
- UPN needs to be correct and in full 13 digits (if a new pupil and UPN not yet given leave blank this should only be left blank in exceptional circumstances). Please try wherever possible to find a UPN.

Suspension data can either be added as free text or by copy and pasting into each line/column from Forename to Code (inclusive). However, the format needs to be correct before entering or pasting text into columns. If you have pasted incorrect data, please do not cut and re-paste. You will need to undo the original paste or delete the data before copying the correct data from the source and pasting it into the template otherwise this causes issues with the formulas in the background of the spreadsheet.

- The date format must be dd/mm/yyyy in Date of Birth and Start and End Date columns.
- Number of Sessions - a full day is 2 sessions, and half day is 1 session. **(Please remember to include any lunchtime exclusions each lunchtime counts as half a school day i.e. 1 session).**
- If you complete the suspension code the text will automatically populate the next column which is the description. There are 16 main reasons that can be used (see drop down box). You are unable to enter text into the description column as this is set up to match the suspension code and will pre-populate. Please ensure the correct code is used.

    Please record one main reason for suspension, from the reasons listed below:

School Code	Description
OW	Use or threat of use of an offensive weapon or prohibited item
LG	Abuse against sexual orientation and gender identity
DS	Abuse relating to disability
MT	Inappropriate use of social media or online technology
PH	Wilful and repeated transgression of protective measures in place to protect public health
PP	Physical assault against pupil
PA	Physical assault against adult
VP	Verbal abuse/threatening behaviour against pupil
VA	Verbal abuse / threatening behaviour against adult
BU	Bullying
RA	Racist abuse
SM	Sexual misconduct
DA	Drug and alcohol related
DM	Damage to property
TH	Theft
DB	Persistent or general disruptive behaviour

If using SIMs to create a report to copy and paste the details, you only need to set this up to include as far as the suspension code. Please don't include the suspension description as this will not paste into the document and will be automatically entered from the suspension code being input.

Once a whole line is complete for each individual suspension record the spreadsheet will automatically put a **Yes** in the line complete column at the end however if something is missing this will stay blank. Please check you have a **Yes** at the end of each line before uploading the file the only exception will be if a UPN number cannot be found (in exceptional circumstances). NB if a pupil has more than one suspension you need to put in their full details on each line.

Once spreadsheet is completed, please then upload it onto perspective lite secure area to the Exclusion and Access Team box called INC. Please save as per instructions on the top of the Suspension Template V5. Please keep the spreadsheet in the .xlsx format do not convert to csv.

If you are uploading two files on the same day, please make sure the files have a slightly different file name otherwise they will overwrite each other. Save files as 830XXXX_INCsuspyyyymmdd (replace XXXX with your school DfE number and the date at the end should be the date the file is uploaded).

Any queries regarding the spreadsheet please contact the Exclusion and Access Team via email: CS.ExclusionAndAccessTeam@derbyshire.gov.uk

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