

## Suspensions and Exclusions Show and Tell

### FAQ's

1. Who within each school will get the first the first invitation to the portal  
**An email will be sent to all headteachers asking them to nominate an Admin User who will be add additional users**
2. Do all users get access to the admin screen  
**Yes**
3. When will the invite be sent out?  
**The email to headteachers will be sent out on the 14<sup>th</sup> March 2024**
4. When do we need to start using this system?  
**Once all users have been set up they can start to use the system straight away, however, all schools need to use from the start of the new term. A reminder to schools to send in paper copies until they start using the system.**
5. Will historical info be uploaded per student ?  
**Yes – if information has been uploaded to the system then you will see it. Please note – all paper notifications sent to the LA will be uploaded in time for the start of the new term**
6. Would we use this for internal and external exclusions?  
**This is for external suspensions only**
7. Are we able to print an overview per student ?  
**You are unable to print via the portal, however, you will be able to print via he web browser.**
8. Where it says 'offset excluded days' what does this refer to?  
**This is in relation to INSET days or days schools are closed**
9. Is this form to be completed at the same time that SIMS is updated with the suspension, or as currently done, once the suspension has been served?  
**This needs to be completed as soon as the suspension starts**
10. Will we still need to update SIMs and other management systems  
**Yes – if you need to produce reports**
11. Does that include weekends  
**The system automatically counts weekends and public holidays**

12. So the purpose of this system is to replace emailing the SBC with the documents for suspensions. and to upload the suspension letter and add exclusion details as seen here.  
**Yes**
13. Would we add in the reintegration date?  
**Schools can add this if they would like to.**
14. Do we need to add all the supporting documents listed - or just the letter?  
**Schools will need to add the following:**
15. Does that include PEX packs ?  
**This is only for Suspensions NOT Permanent Exclusions**
16. How do you add a new student or will all students on our roll show on the portal?  
**Schools will not need to add new students**
17. Reintegration meetings  
**The system will be amended to that you will be able to include reintgration meetings**
18. Is there a box to identify FSM students?  
**No – at the moment we are unable to identify FSM Students**
19. Will any user notes be sent out as well as the recording?  
**Yes – A user guide will be sent to all administration users**