

Uploading Exclusion paperwork to the LA via the Education Information Hub User Guide – September 2023

1. School user to **navigate** to the **site**: [Exclusion, Reduced Hours Provision, Attendance & Alternative Provision \(sharepoint.com\)](#). This is the **Education Information Hub** site where school users will find exclusion paperwork templates, Hampshire guidance & exclusion, reduced hours provision data and **the link for uploading exclusion paperwork**
 - If not already logged into the hub (i.e. using a favoured link or a link from an email) the school user will be asked to log in using their Guest Account credentials. Once logged in they will be auto redirected to the above page/site.
 - If logged into the hub (i.e. using a link from a school comm or following a link on a hub page), the page will open with no requirement to relogin.

Exclusion, Reduced Hours Provision, Attendance & Alternative Provision

For the particular attention of Headteachers and Governors

This page and supporting documentation provides guidance on the role and use of exclusions and reduced hours provision and includes advice on:

- Uploading Exclusion paperwork onto the Education Information Hub
- Suspension and Permanent Exclusion
 - You need only upload a letter for a suspension, a form is only needed for a permanent exclusion.
- Governor Discipline Committee meetings and agenda
- Model letters for Governor Discipline Committee meetings
- Children not in receipt of full-time education forms links
- Reduced Hours Provision guidance and exemplar risk assessment and parental agreements
- Exclusion template notification forms and letters
- Managed Moves Protocols
- Alternative Provision

This guidance should be viewed in conjunction with the new, updated [Suspension and Permanent Exclusion guidance May 2023 \(publishing.service.gov.uk\)](#)

Uploading Exclusion paperwork onto the Education Information Hub - REMEMBER WE ONLY NEED A LETTER FOR A SUSPENSION















2. School user to **press** the **“Uploading Exclusion paperwork onto the Education Information Hub – REMEMBER WE ONLY NEED A LETTER FOR SUSPENSION”** button



Uploading Exclusion paperwork onto the Education Information Hub - REMEMBER WE ONLY NEED A LETTER FOR A SUSPENSION

3. School user to **navigate** to their **own school folder**
 - This can be done in a number of ways including using **search** for their DfE number or **scrolling** along the list to their school's folder and to **double-click** when they have found their folder.
 - You will not be able to open any other school's folder.

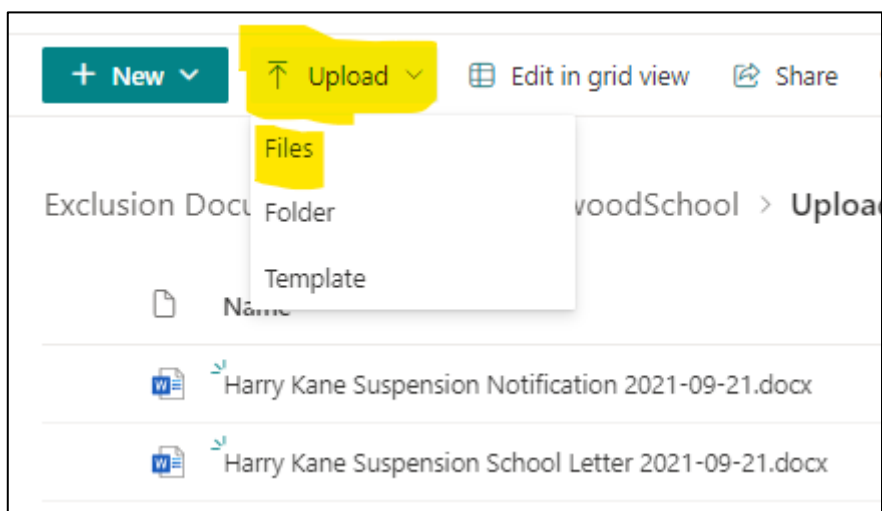
4. Within the school folder you will have a folder named **“Upload Exclusions Paperwork”** **MUST NOT** create any folders within it creates issues within the system Service (ISS)

. **Double-click** this. You any of these folder as and Inclusion Support t see your paperwork to process.

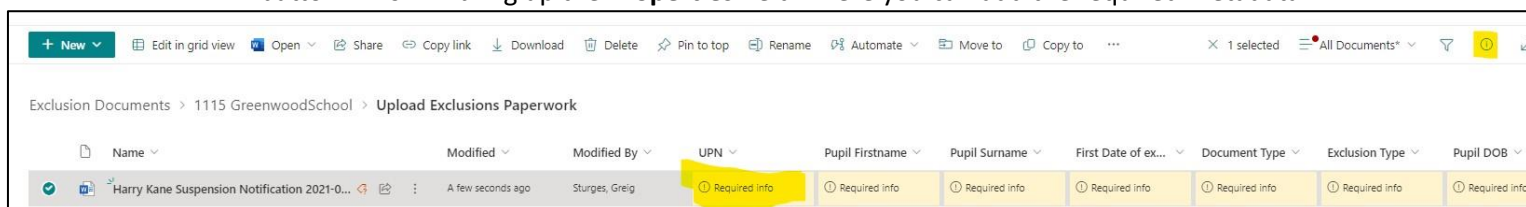
Exclusion Documents 	
	Name ▾
	1001 HavenEarlyYearsCentre
	1004 BushyLeazeEarlyYearsCentre
	1005 LanternsNurserySchoolandExtendedS...
	1103 RowhillSchool
	1104 SmannellFieldSchool
	1105 TheBridgeEducationCentre
	1107 TheEaglewoodSchool
	1115 GreenwoodSchool
	1118 TheKeyEducationCentre
	2000 AltonInfantSchool
	2001 AnsteyJuniorSchool
	2002 BalksburyJuniorSchool

Exclusion Documents > 1115 GreenwoodSchool	
	Name ▾
	Upload Exclusions Paperwork

5. School user to **upload** the **exclusion paperwork**, the **school letter**, using the **“Upload” button** and then choosing **“Files”** from the drop-down menu or by using **Drag and Drop** into the folder (You may upload more than one set of exclusion paperwork at a time).
- The school letter must be named: **<Pupil name><Document type><Exclusion Start Date>**
 - E.g. for a **Suspension school letter**:
Harry Kane Suspension School Letter 2021-09-21
 - A permanent notification form must be named: **<Pupil name><Document type><Exclusion Start Date>**
 - E.g. for a **Permanent Exclusion notification**:
Harry Kane Permanent Exclusion Notification 2021-09-21



6. School user to **add their metadata** using the “i” button or pressing yellow “**i Required info**” button. This will bring up the **Properties** field where you can add the required metadata:



School user to press “**Edit all**” on the **Properties** field.

Properties

ⓘ This file is missing required information

Edit all

Name *

- **Name** (of Document)
- **LEGAL First Name**
- **LEGAL Surname**
- **Start Date of exclusion**
- **Document Type: Letter or Notification (for permanent exclusion only)**
- **Pupil’s UPN:**
- **Exclusion Type: Permanent Exclusion or Suspension**
- **Pupil DOB:** this will be inputted by a calendar drop-down or by typing.
- This **accurate** metadata is required to ensure we can profile the exclusion.
- **DO NOT APPLY A LABEL**

This is the only metadata required.

Name *

test letter

Title

Enter value here

LEGAL First Name *

Enter value here

LEGAL Surname *

Enter value here

Start Date of exclusion *

Enter a date

Document Type *

—

UPN *

Enter value here

Exclusion Type *

—

Pupil DOB *

Enter a date

Apply label

None

Save

Cancel

7. If metadata is **incomplete**, then a yellow “**i Required info**” will remain. Only exclusion paperwork with fully completed metadata will be brought to the attention of the Inclusion Support Service.

If a user is having issues accessing the page, please follow this link for support:

[What do I do if... \(sharepoint.com\)](#)

Or the Children’s Services Business Support shared e-mail:

csd.business.support@hants.gov.uk