



Department
for Education

School exclusion reviews (APEX) data collection guide 2017

**Information for local authorities about
the submission of their data in 2017**

December 2016

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1. Introduction

1.1 Background

This guide provides local authorities with information about the school exclusion reviews data collection (known as APEX as the data collection originated under the previous exclusions arrangements when it covered appeals against exclusions). It is intended to assist local authorities with returning the required data to the Department for Education (DfE, or 'the department') in 2017 and provides information on the scope of the collection, the data that should be included in the return, and the mechanism for submission. This guide should be read in conjunction with the relevant instructions on how to use the department's COLLECT web-based system. This is a compulsory data collection.

Further information on independent review panels can be found in the guide: [Exclusion from maintained schools, Academies and pupil referral units in England](#)

1.2 Scope of the school exclusions review data collection

The data collection collects information on independent reviews against permanent exclusion. Data submitted should cover the whole school year 2015 to 2016 (between 1 September 2015 and 31 August 2016).

The collection covers all of the following schools:

- Local authority maintained primary, secondary and special schools;
- Local authority maintained pupil referral units (PRUs);
- Academies (including special academies, pupil referral unit (PRU) academies and free schools).

1.3 Important dates

Go live - 9 January 2017

Statutory return date – 10 February 2017

All 152 local authorities are expected to return their data to the department by the statutory return date of Friday 10 February 2017.

1.4 Uses of the data

The data will be published in the statistical first release, Permanent and fixed-period exclusions in England: 2015 to 2016, due to be published in summer 2017. The release will also include information on exclusions provided by schools in the school census to give a complete picture of exclusions.

The department will also use the data to support policy development, and may use it to answer requests for statistics, including Parliamentary questions and requests under the Freedom of Information Act 2000.

2. Data protection and security

Data kept on pupils (in any medium, including within a management information system (MIS)) are personal data. The data must be managed in accordance with the requirements of the Data Protection Act 1998. All staff that have access to personal data should be aware of their responsibilities under the act. Local authorities should advise schools about their responsibility to hold data in line with the act.

3. Data Quality

It is important that the data collected by local authorities, for onward transmission to the department, is both accurate and complete. In section 4, there is a complete list of data items that need to be submitted.

4. Data required

Please complete all the sections of the data collection form on COLLECT.

Count all reviews lodged and determined in the 2015 to 2016 school year (1 September 2015 to 31 August 2016) in respect of all local authority maintained schools, local authority maintained pupil referral units (PRUs), and of all academies (including alternative provision (AP) academies and alternative provision (AP) free schools) in your local authority area.

The following should not be counted:

- reviews lodged after 31 August 2016
- reviews lodged on or before 31 August 2016, but which had not been determined as of 31 August 2016.

Section 1 and 2 relates to exclusion reviews from local authority maintained schools and local authority maintained pupil referral units (PRUs) arranged by the local authority in accordance with the provisions in the relevant legislation. Include all reviews lodged and determined in respect of schools and pupil referral units (PRUs) which were local authority maintained at the time the review was lodged, but have since converted to academy status.

Section 3 relates to exclusion reviews arranged by academy trusts in accordance with legislation in the statutory instrument, The School Discipline (Pupil Exclusions and Reviews) (England) Regulations 2012; 2012 No. 1033.

Below is a list of the information required for the data collection.

Information required LA Number (3 digit local authority number)

Section 1: LA maintained primary, secondary and special schools

1. Total number of independent reviews lodged
2. No. of independent reviews determined by an independent reviews panel
3. Number of independent reviews where a SEN expert was requested
4. Number of independent reviews upholding the exclusion
5. Number of reviews recommending reconsideration by the governing body
6. Number of reviews directing reconsideration by the governing body
7. Number of pupils offered reinstatement where reconsideration by the governing body has been recommended
8. Number of pupils offered reinstatement where reconsideration by the governing body has been directed

Section 2: LA maintained Pupil Referral Units

9. Total number of independent reviews lodged
10. No. of independent reviews determined by an independent reviews panel
11. Number of independent reviews where a SEN expert was requested
12. Number of independent reviews upholding the exclusion
13. Number of reviews recommending reconsideration by the governing body
14. Number of reviews directing reconsideration by the governing body

15. Number of pupils offered reinstatement where reconsideration by the governing body has been recommended

16. Number of pupils offered reinstatement where reconsideration by the governing body has been directed

Section 3: Academies (including special academies, PRU academies and free schools)

17. Total number of independent reviews lodged

18. No. of independent reviews determined by an independent reviews panel

19. Number of independent reviews where a SEN expert was requested

20. Number of independent reviews upholding the exclusion

21. Number of reviews recommending reconsideration by the governing body

22. Number of reviews directing reconsideration by the governing body

23. Number of pupils offered reinstatement where reconsideration by the governing body has been recommended

24. Number of pupils offered reinstatement where reconsideration by the governing body has been directed

Section 4: Completion time

25. Form completion time (to the nearest hour)

Section 5: Contact details

Name

E-mail

Telephone Number

5. How to make a return

5.1 COLLECT

You should submit your data using COLLECT (Collections Online - Learners, Education, Children and Teachers), our centralised data collection and management system. A

separate [COLLECT guide](#) is available to help you use the system to complete and submit your return.

You won't be able to submit your return in COLLECT if it contains validation errors or queries without acceptable explanatory notes. These must be corrected before the submit button becomes available (COLLECT will alert you to any fields where errors or queries have been identified). The list of data items that can raise an error or query if not populated correctly is documented in appendix 2.

You may save your data and return to it later, as long as you have not pressed the submit button.

If you find that you are having problems submitting your data, please contact us by using a [data collections service request form](#).

5.3 Validation checks

On entering your local authority's data the COLLECT system will automatically run a number of verification checks and you will receive an error notification if any of them fail and the data requires amendment.

If this occurs you will need to correct the errors in the data before you are able to submit the data to the department. Only once the corrections have been made and COLLECT shows no error notices will you be able to submit your data.

You may also receive a query notification to ask you to check certain figures to ensure they are correct, for example, where the values look unusual but could logically still be correct in some situations. If any queries do not require amendments, COLLECT has the functionality for local authorities to add a note to the data item, specifying that it is correct.

Errors and queries are listed in appendix 2.

5.4 Further checks

Additional sense checks will be undertaken by the department and where there are concerns or questions about the figures, the department will contact the local authority concerned to ask for further information. This may result in rejecting the submissions for changes to be made.

If there is anything about your local authority's data, which you think may give the department cause to query the figures, then it would be advisable to enter notes in COLLECT.

5.5 Authorisation

For each return, once the data has been checked and accepted by the department the status on COLLECT will change to authorised and your local authority's return will be complete.

6 Further assistance

The [Data Collections Helpdesk](#) will be available if you have any queries about this collection.



Department
for Education

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