



Department
for Education

School exclusion reviews (APEX) data collection guide 2018

**Information for local authorities about
the submission of their data in 2018**

November 2017

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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 2018 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 (Collections Online for Learning, Education, Children and Teachers) 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 2016 to 2017 (between 1 September 2016 and 31 August 2017).

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 - 8 January 2018;
- statutory return date – 26 January 2018.

All 152 local authorities are expected to return their data to the department by the statutory return date of Friday 26 January 2018.

1.4 Uses of the data

The data will be published in the statistical first release, 'Permanent and fixed-period exclusions in England: 2016 to 2017', due to be published in summer 2018. 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

4.1 Introduction

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

Count all reviews lodged and determined in the 2016 to 2017 school year (1 September 2016 to 31 August 2017) 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 only.

The following should not be counted:

- reviews lodged after 31 August 2017;

- reviews lodged on or before 31 August 2017, but which had not been determined as of 31 August 2017.

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, referred to in the [guidance](#). You should 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](#)'.

[Statutory guidance](#) and [regulations](#) require the independent review panel to notify the local authority of their decision, and where relevant, the governing board should also notify the local authority of the final outcome of the review.

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

4.2 Information required

- 'LA Number' –your local authority's three digit number.

4.2.1 Section 1: local authority (LA) maintained primary, secondary and special schools

1. total number of independent reviews lodged;
2. number of independent reviews determined by an independent reviews panel
3. number of independent reviews where a special educational needs (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;

4.2.2 Section 2: local authority (LA) maintained pupil referral units (PRUs)

9. total number of independent reviews lodged;
10. number of independent reviews determined by an independent reviews panel;
11. number of independent reviews where a special educational needs (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;

4.2.3 Section 3: academies (including special academies, pupil referral unit (PRU) academies and free schools)

17. total number of independent reviews lodged;
18. number of independent reviews determined by an independent reviews panel;
19. number of independent reviews where a special educational needs (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;

4.2.4 Section 4: completion time

25. form completion time (to the nearest hour);

4.2.5 Section 5: contact details

- name – the name of the person completing the data collection return;
- e-mail – the email address of the person completing the data collection return;
- telephone number – the telephone number of the person completing the data collection return.

5. How to make a return

5.1 COLLECT (Collections Online for Learning, Education, Children and Teachers)

You should submit your data using COLLECT, 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 satisfactory 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).

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 Clean data submit and validation checks

This data collection has the clean data submit functionality. 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.

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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