EXEAT POLICY

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Key Staff	Head teacher, Head of Boarding, DSL
Lead Staff for Review	Head of Boarding, DSL

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Introduction

Submitting an exeat is the process by which students notify the School whenever they plan to be absent from lessons and/or want to leave the city of Cambridge. The reasoning, process, and granting of permission will vary depending on the age and program of the student involved.

Reasons for an exeat may include attending university open days, travelling outside of Cambridge for the day, or going on holiday overnight (within or outside the UK).

The college uses a system called REACH which has a simple and effective mobile app that is helpful for students, parents, and staff.

For anyone holding a Student Route Visa, any exeat requests will be reviewed in line with UKVI policies.

Exeats for Under-18 Students (FE and HE)

- The School requires permission from parents to allow their children to leave the supervision of the School for Holiday Leave, Overnight leave in the UK, or Day Leave.
- The leave request must be submitted by the student on REACH.
- Overnight exeats must be submitted 7 days before the requested date they are to be away from college to allow House Parents adequate time to do necessary checks.
- Students may have a limited number of overnight exeats during term time in any one academic year (not including holiday breaks).
- If travelling abroad, flight details must be included and the ticket must be uploaded to REACH before the exeat is authorised.
- No overnight exeats are allowed in the city of Cambridge unless students are staying with parents or close family members who are visiting and who fully meet the criteria of a responsible adult.
- CATS students must have 95% attendance the week prior to have an exeat approved.
- O16 Day Exeat requests must be submitted not less than 48 hours before the start of the exeat.
- The CATS Cambridge Exeat Policy should be read in conjunction with the Safeguarding Policy and the Student Handbook.
- UKVI only allows Child Student visa holders to stay with Nominated Guardians, parents or return home in the holidays, Only ad hoc and occasional arrangements will be accepted for stays with other individuals, Stays over four nights will not be allowed with anyone who is not a Nominated Guardian.

Exeats for Over-18 Students

- The School requests that over-18 students submit an exeat if they are staying out of college residence overnight. This is for Health & Safety reasons, in case of an emergency.
- CATS students must have 95% attendance the week prior to have an exeat approved.
- The leave request must be submitted by the student on REACH.
- Over-18 students travelling internationally will need parental permission. Students must submit an exeat for this type of travel 7 days before the requested date they are to leave to allow House Parents adequate time to do necessary checks.
- If travelling abroad, flight details must be included and the ticket must be uploaded to REACH before the exeat is authorised.

Procedure

For Under-18 students, the following details are required in order to process the request:

- The date and time of the student's planned departure/return
- The student's phone number (if they are going outside of the UK, they also need to include one which works outside the UK)
- Travel documents must be provided if the student is travelling outside of Cambridge or the UK for the exeat (this can be train, flight, or an acceptable travel ticket).
- The FULL postal address including post code
- The full name and phone number of the responsible adult with whom they will be staying. Approved Hosts must be aged over 25 and should be known to the parents/agent/guardian. We will often speak to them before any request is approved. (NB an 'approved host' must be listed as a 'guardian' with the school). Parents themselves and recognised 'guardians' are already in the 'approved host' list in REACH.
- Parents must provide the following details and documentation to Student Services to approve a new host:
    - Full name, age, relationship to student
    - Photo ID of the host (can be passport or UK driver's licence)
    - Proof of address (a utility bill dated within the past three months, or proof of a hotel booking for the dates of the exeat – both of which must be in the name of the host)
    - Host's UK mobile number or home country mobile number if they do not have a UK mobile number
    - Host's email address
    - Signed contract stating that they:
        - have suitable accommodation where the student can have comfortable sleeping arrangements, ideally their own bedroom but at the very least will have their own bed.
        - will provide the student with three meals a day.

        - are happy and able to be in regular contact with the boarding house, at the very least to inform the House Parents if the student fails to arrive on time, if the planned return time changes and if they have any concerns about the student's welfare.
        - understand that they are fully responsible for the student's safety and welfare and reside in the same residence whilst they are staying with them through the duration of the exeat.
        - will take immediate action and involve the emergency services if the student should require it. If this occurs, the approved host will contact the boarding house as soon as possible to inform them of the situation, and to regularly update them.
        - will be available to students and ensure they return to college on time.
- In case of emergency, we expect that parents will give full authority to the host to make emergency medical decisions on their behalf when they themselves cannot be contacted.
- The request needs to be separately approved by parents and by Senior Boarding staff.
- Parental permissions can only be accepted from the student's exeat connection listed on REACH.
- Parents receive an automated email from REACH which allows them to approve or decline their child's request.
- Staff receive all this information and decide if the leave request is to be approved, if they need to discuss further with the parents, or if it is to be declined.
- Students and parents can always see the status of the leave requests on the REACH app.

Students aged under 16 who wish to leave Cambridge must be collected and returned by their parent or the nominated responsible adult. The responsible adult will need to show photo ID. It is possible, in exceptional circumstances, for the School to arrange a courier taxi with Airport Lynx **only** if the responsible adult cannot collect or return the student to the Boarding House. Airport Lynx drivers will be instructed that they may only release the student to another adult's care once they have confirmed that the responsible adult is the same person as that listed on the authorised exeat. In the event, that no adult is present or a different adult attempts to take responsibility for the student, the Airport Lynx driver will be instructed to return the student to the School. All additional costs will be recharged to the student's account.

Head of Boarding, House Leaders and HD approve or decline exeats. Students will be informed when their exeat has been declined.

Approval of Exeats

Reasons for declining an exeat may include but are not restricted to: behavioural issues; poor attendance; the exeat not being submitted on time; not having parental permission; not meeting UKVI requirements, not having been completed correctly; containing incorrect information; **or if the School has any concerns regarding the safety of the student and their proposed time away**

from School. Appropriate action and sanctions will be taken if information on the exeat is found to be untruthful or deceiving.

Even though the student will be away from School, the Independent Schools Inspectorate, which checks that we comply with UK regulations, makes it clear that we still have responsibility to ensure that students are safe and appropriately supervised. They say:

'*Schools must take the actions they consider necessary to ensure the well-being of pupils and that this will include ensuring they have knowledge of, and record, those into whose care pupils are released from school supervision. If schools have any concern or uncertainty about such individuals, they have a duty to act in the best interests of the child*.'

We must know when underage students are away from School, where they are and who they are with. Just because the details on an exeat 'tick the boxes' it does not necessarily have to be approved. When a member of staff has any concern about an exeat that they are unable to satisfactorily resolve with the student and/or their family, the member of staff must raise those concerns to the Head of Boarding and Residential Life/House Director or in their absence the DSL or Deputy DSL. It is breach of the Safeguarding Policy if these procedures are not followed.

Age Related Exeat Procedures and Permissions

Under 16-year-old students

- **Day Exeat:** students need to be picked up and dropped off from college by the responsible adult or have an assisted taxi with Airport Lynx. Parental permission must be received with information about the responsible adult (full name, age, relationship to student, address, mobile number, and a scanned photo of an ID). This will be deleted once it has been scrutinised. The photo ID is not needed if the parents are taking responsibility for their son or daughter.
- **Overnight / Holiday Exeat (with or without flights):** students can either be picked up or dropped off from college by the responsible adult or an assisted taxi with Airport Lynx. The transfer will be booked by the School and will only be booked to take the student directly to the address and bring them back to college. Parental permission must be received with information about the responsible adult (full name, age, relationship to student, address, mobile number, and a scanned photo of an ID). This will be deleted once the information has been scrutinised. The photo ID is not needed if the parents are taking responsibility for their son or daughter.

16-17-year-old students

- **Overnight / Holiday Exeat within the UK:** students may travel on their own if staff are able to confirm that arrangements are safe. Parental permission must be seen with information about the host full name, age, relationship to student, address, mobile number and a scanned photo of an ID). This will be deleted once the information it has been scrutinised. The photo ID is not needed if the parents are taking responsibility for their son or daughter).

- **Overnight / Holiday Exeat outside the UK:** students may travel on their own if staff are able to confirm that arrangements are safe. Parental permission must be sent with information about the responsible adult (full name, age, relationship to student, address, mobile number, copy of flight details and a scanned photo of an ID). This will be deleted once the information it has been scrutinised. The photo ID is not needed if the parents are taking responsibility for their son or daughter.

Students aged 18 and over

- **Day Exeat:** students may travel on their own without the need for parental permission.
- **Overnight Exeat in UK:** students may travel on their own without the need for parental permission.
- **Overnight Exeat outside UK:** students may travel on their own. Parental permission and flight details must be received.

Students in Independent Accommodation

Students will be asked to submit an exeat to provide information on where they are going in the holidays. As day students at the college, the information is requested as best practice and to ensure that parents are aware of overseas trips where possible, but its provision is not mandatory.

- **Overnight Exeat in UK:** students may travel on their own without the need for parental permission.
- **Overnight Exeat outside UK:** students may travel on their own without the need for parental permission. Flight details must be received.