



# EXEATS POLICY

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Date of Policy	September 2022 <b>updated April 2023</b>
Next Review Date	September 2023
Key Staff	Principal, Vice Principal, Exeat Officer, House Pastoral Directors, Pastoral Tutors, All Boarding Staff, Student Communications
Lead Staff for Review	Vice Principal, Assistant Principal Boarding and Welfare

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## INTRODUCTION

- An exeat must be submitted whenever a student wants to leave Canterbury. This includes attending university open days and any times involving missing lessons.
- For weekend exeats, exeats must be submitted by Wednesday at 12 noon if the student wishes to leave the School on the Friday evening of that week. All midweek exeats need to be submitted a full 48 hours before the exeat. The student's primary contact must contact [exeats@worthgateschool.com](mailto:exeats@worthgateschool.com) for approval of an exeat.
- A maximum of 10 overnight exeats are permitted per year for each student in term time. It is expected that this will be a maximum of 4 in the Autumn Term, 4 in the Spring Term and 2 in the Summer Term.
- No overnight exeats are allowed in Canterbury unless they are staying with parents or close family members who are visiting and who fully meet the criteria of a responsible adult host. Students staying with a responsible adult host other than their parent(s), will also require completion of the *Approved Host Contract* in advance of their proposed exeat date.
- Exeat requests for a curfew extension, will not be permitted.
- The Worthgate School Exeat Policy should be read in conjunction with the Safeguarding Policy and the Student Handbook. Note: if the school has any concerns regarding the safety of the student and their proposed time away from school their exeat will be declined. These concerns may be prompted by an aspect of the proposed exeat itself, such as travel arrangements, or because the school is not sufficiently convinced that the responsible adult host will promote the welfare, physical wellbeing and emotional wellbeing of the student.

## PROCEDURE

Exeats must be submitted at least two weeks before the end of a term. This includes any half term break, Easter, and Christmas holidays. No exeats will be permitted within this timeframe so students must ensure that all travel arrangements have been booked and confirmed. The Attendance & Exeats' Officer has the right to decline any exeat placed that does not adhere to the above.

Students requesting an exeat must submit all the relevant details on their student portal.

- Their phone number (if students are going outside of the U.K., then they also need to include one which works outside the UK).
- The FULL postal address including postcode of the address related to that exeat.

- For a return to their home country, any U18 students must include the full name and phone number of the responsible adult host (see below). If traveling abroad, the flight details must be included, as well as a boarding pass.

To reside in any country other than the student's home country with anyone other than a parent, the school will require an *Approved Host Contract* to be in place for the responsible adult host, with the following details from the parents:

1. Photo ID of the host (can be a passport copy or UK driver's licence)
2. Proof of address of the host (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 have the name of the approved host on the letter/booking)
3. Host's email address
4. Host's UK mobile number, or home country mobile number if they do not have a UK number.
5. What relation the host is to the student, and if they are not a relation, how do they know the student.
6. Travel documents if the student is travelling outside of London or the UK for the exeat (this can be a train, flight, or an applicable travel ticket).
7. The contract signed by the student, parent, and host.

The process for an exeat to be approved in this case is as follows:

- Parent/Primary contact must email [exeats@worthgateschool.com](mailto:exeats@worthgateschool.com) from an approved email address already listed on our system with all required information as outlined below, at least 72 hours prior to when the exeat intends to commence.
- The host must also send an email to [exeats@worthgateschool.com](mailto:exeats@worthgateschool.com) confirming that they are happy to be listed as a host for the student.
- The Exeats Team will verify all information received before approving the request to be listed as a host, seeking further information if required.
- Once the host is approved, the Exeats Team will confirm this, so that the exeat can also be approved.

Responsible adult hosts must be **over 25** and should be known to the parents/agent/guardian. Parental permission must be received with information about the responsible adult host (full name, age, relationship to student, address, mobile number, and a scanned photo of an ID). This may require a conversation with the parent and/or the responsible adult host. If the responsible adult host is deemed unsuitable, the School will contact the parent to inform them of this fact. The exeat will not be granted in such cases.

Students must contact their primary contact for parental permission once the exeat request has been submitted on the Student Portal. The consent needs to be sent to [exeats@worthgateschool.com](mailto:exeats@worthgateschool.com) with all the necessary details including: a copy of a responsible adult host's photo ID (such as passport, driving licence or BRP) and their contact details, a full address, dates of the request and the relevant flight details, if the student is travelling abroad.

Parental permissions can only be accepted from the main exeat contact registered on Shackleton.

Under 16 students who wish to leave Canterbury must be collected and returned by a parent or responsible adult host. The responsible adult host will need to show photo ID. It is possible, in exceptional circumstances, for the School to arrange a school-approved taxi, only if the responsible adult host cannot collect or return the student to the accommodation.

The following members of staff can approve or decline exeats: the Attendance and Exeats Officer, the Head of Boarding and Welfare, Deputy Head of Boarding, the Boarding Team Leads and Student Communications Team. Students will be informed when their exeat has been declined. 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; an incomplete or incorrect exeat submission; 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.

The School has an electronic tracking system for monitoring that the *Approved Host* process is being followed. This process not only applies to stays in the UK, but also for non-UK locations where students are staying with adults other than their parents.

All documentation and email communication relating to an exeat involving a host is stored electronically within the student's file.

It is extremely important for safety reasons that we know when the students are away from School, and where they are and who they are with, and it is a serious breach of the Safeguarding policy if these procedures are not followed.

## AGE RELATED EXEATS

### Under 16 students

- **Day Exeat:** students need to be picked up and dropped off from School by the responsible adult host or has an approved school taxi. Parental permission must be received with information about the responsible adult host and School staff will check the driver's photo ID (and taxi license if the adult is the taxi driver), for safeguarding purposes.
- **Overnight Exeat:** students can either be picked up or dropped off from School by the responsible adult host or an approved school taxi will be booked by either the student's parents or School to take the student directly to the address and bring them back to School. The Approved Host procedure should be followed, as per previous details.

Students should return to school before their curfew time.

## 16-18 year-old students

- **Day Exeat:** students can travel on their own, but parental and school permission is required.
- **Overnight Exeat:** students can travel on their own with school permission. The Approved Host procedure should be followed, as per previous details.

Students should return to school before their curfew time.

## 19+ students

- **Day Exeat:** students can travel on their own with school permission. **No need for parental permission.**
- **Overnight Exeat in UK:** students can travel on their own with school permission. **No need for parental permission.**
- **Overnight Exeat outside UK:** students can travel on their own. Parental and school permission as well as flight details, including boarding pass, must be received.

On return from the exeat a welfare conversation with the student must take place and must be noted on Shackleton, with (i) any safeguarding concerns to be actioned and (ii) to verify the exeat address originally provided.

Related policy: Safeguarding and child protection policy

## APPENDIX: “APPROVED HOSTS” FOR EXEATS CONTRACT

Name of student	
CEG Number	

Students who reside in our boarding houses are required to submit exeat requests to stay overnight at another location in the UK. Student will need to confirm the ‘approved host’ with whom they are staying. This ‘approved host’ must meet the following requirements in order to be considered by the school:

- Be over the age of 25 years old.
- 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.
- Provide the student with three meals a day.
- 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 whilst they are staying with them through the duration of the exeat. Duty of care is transferred from the school to the host whilst the student is off campus.
- 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.
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Parents will be required to provide the following details and documentation to Student Services at least 72 hours prior to the exeat commencing for new hosts to be reviewed:

- Photo ID of the host (can be a passport copy 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 have the name of the host on the letter/booking)
- Host’s email address
- Host’s UK mobile number, or home country mobile number if they do not have a UK number.
- What relation the host is to the student, and if they are not a relation, how do they know the student.
- Travel documents if the student is travelling outside of Canterbury for the exeat (this can be a train, flight, or an applicable travel ticket).

Once these documents have been received, the host must send an email directly to the Exeats Team ([exeats@worthgateschool.com](mailto:exeats@worthgateschool.com)) to confirm that they understand their responsibilities as an approved host.

By signing this contract, all parties are agreeing to the terms and conditions of the exeat process and agree to submit the required documentation for new host requests to be reviewed for approval. If any party is found to have intentionally given false or misleading information, this could lead to no exeats being permitted until further notice.

Name of student	
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Signature of student	
Date	

Name of parent	
Signature of parent	
Date	

Name of host	
Signature of host	
Date	