



EXEATS POLICY

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Reviewer(s)	Assistant Principal Boarding and Welfare / School Registrar
Approved by	Principal
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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 the prior 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. All exeat requests are made by the student through the online platform “Reach”.
- 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. This quota is set in Reach to prevent students going beyond their permitted allocation.
- 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 on the given date for each major exeat window. (i.e. well in advance of the actual exeat date). This includes any half term break, Easter, and Christmas holidays. No exeats will be permitted within this time frame so students must ensure that all travel arrangements have been booked and confirmed. The Exeats Team has the right to decline any exeat placed that does not adhere to the above.

There are Exeat Events before each holiday to manage the administration workload and to ensure all relevant quality control checks are completed in an effective timeframe and manner. The dates for these events are outlined each year in the school calendar.

Students requesting an exeat must submit all the relevant details on Reach (app or Desktop version). Any exeat requests requiring parental approval get sent directly to the parents / contacts by Reach via email. Parents are able to approve or decline the exeat through the link in email.

The Reach platform demands the required information from the student and includes:

- Dates and times
- Destination
- Travel Plans – including the ability to upload boarding passes for international exeats.
- Host information

The parameters of each exeat are set by student age and will include automated workflows to request the appropriate permissions for each type of exeat.

APPROVED HOSTS

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* (see appendix 1) 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 Canterbury 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.
- 8.

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

Pre - Approved Hosts	Hosts Requiring Approval (new)
<p>Student will request the appropriate exeat through Reach and select the name of the approved host.</p> <p>The student requesting the exeat will then complete all other required information the platform demands including:</p> <ul style="list-style-type: none"> • Dates and times • Destination • Travel Plans – including the ability to upload boarding passes for international exeats. 	<p>Parent/Primary contact must email exeats@worthgateschool.com from an approved email address already listed on our system to nominate an Approved Host. The nominated person will be contacted directly by a member of the Exeat Team.</p> <ul style="list-style-type: none"> • Full name • Age • Relationship to student • Address • Mobile number • Scanned photo of an ID

	<p>The following stakeholders to read and sign the Approved Host Contract (appendix) The Exeat and Attendance Officer contacts all three stakeholders to ensure they understand the agreement and to obtain signatures that confirm understanding and acceptance of the agreement.</p> <p>The Exeat Team will verify all information received before approving the request to be listed as a host, seeking further information if required.</p> <p>The new Approved Host will be added to the school management systems and will appear in Reach to enable the student to select the host when making an exeat request.</p>
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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.

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. The Exeat Team is responsible for this.

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

EXEAT APPROVAL

Parental permissions can only be accepted from the main exeat contact registered on Shackleton / Reach. Parents will receive an email notification direct from Reach asking them to approve or decline any exeat requests made by the student / school.

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 (charges will apply).

The following members of staff (Exeat Team) can approve or decline exeats: Assistant Principal - Boarding and Welfare, Deputy Head of Boarding, the Boarding Team Leads and members of the Student Communications Team. Students will receive a notification from Reach about the exeat approval / declined exeats. A conversation will take place between a relevant member of staff and the student to explain the reason for the declined exeat.

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 the School.

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

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.

EXEAT TYPES AND PERMISSIONS

Headlines		15 and under	16-17	18	19 risers and above	Management
Exeat Type	Day Exeat - Leaving the local area for more than 4 hours. Students must return by any set curfew.	Students are required to submit an exeat request 48 hours BEFORE the departure for approval.	Students are required to submit an exeat request 48 hours BEFORE the departure for approval.	Students are required to submit an exeat request 48 hours BEFORE the departure for approval.	Students are required to submit an exeat request 48 hours BEFORE the departure for approval.	
	Permissions	School Permission Parental Permission	School Permission Parental Permission	School Permission Parental Permission	School Permission Parental Permission	
	Overnight Exeat - Leaving the school boarding residence overnight to an approved location / approved host on any night of the week. These are limited to 10 per student per academic year.	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. Students limited to 10 overnight exeats per academic year.	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. Students limited to 10 overnight exeats per academic year.	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. Students limited to 10 overnight exeats per academic year.	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. Students limited to 10 overnight exeats per academic year.	
	Permissions	School Permission Parental Permission	School Permission Parental Permission	School Permission Parental Permission for outside of the UK	School Permission Parental Permission	
	Medical Leave Exeat - This is for extended leave beyond one overnight stay for medical purposes. There must be medical evidence to support the leave. The Assistant Principal: Boarding and Welfare oversees this type of exeat.	Students are required to submit an exeat request 48 hours BEFORE the departure for approval	Students are required to submit an exeat request 48 hours BEFORE the departure for approval	Students are required to submit an exeat request 48 hours BEFORE the departure for approval	Students are required to submit an exeat request 48 hours BEFORE the departure for approval	Student Communications/ Boarding Leadership/ Boarding Team Leads
	Permissions	School Permission Parental Permission Medical Evidence	School Permission Parental Permission Medical Evidence	School Permission Parental Permission Medical Evidence	School Permission Parental Permission Medical Evidence	
	School Holiday Exeat - This includes half terms, Christmas, Easter and Summer. Any extended holiday beyond the term dates must be approved by the school.	College Holiday Exeats must be submitted at least two weeks before the end of a term. This includes any half term break, Easter, Christmas and Summer holidays.	College Holiday Exeats must be submitted at least two weeks before the end of a term. This includes any half term break, Easter, Christmas and Summer holidays.	College Holiday Exeats must be submitted at least two weeks before the end of a term. This includes any half term break, Easter, Christmas and Summer holidays.	College Holiday Exeats must be submitted at least two weeks before the end of a term. This includes any half term break, Easter, Christmas and Summer holidays.	
	Permissions	School Permission Parental Permission	School Permission Parental Permission	School Permission Parental Permission	School Permission Parental Permission	
	Compassionate Exeat - This is requested at times of need and is overseen by the Assistant Principal: Boarding and Welfare	Students are required to submit an exeat request 48 hours BEFORE the departure for approval where possible. This time frame is flexible dependent on need.	Students are required to submit an exeat request 48 hours BEFORE the departure for approval where possible. This time frame is flexible dependent on need.	Students are required to submit an exeat request 48 hours BEFORE the departure for approval where possible. This time frame is flexible dependent on need.	Students are required to submit an exeat request 48 hours BEFORE the departure for approval where possible. This time frame is flexible dependent on need.	
	Permissions	School Permission Parental Permission	School Permission Parental Permission	School Permission Parental Permission	School Permission Parental Permission	

TRANSPORT ARRANGEMENTS

Students Under 16

Students need to be picked up and dropped off from School by the responsible adult host or they must arrange an approved school taxi transfer. 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.

Students 16 and older

Student can travel independently.

RETURN TO SCHOOL WELFARE CHECKS

On return from the exeat, a welfare conversation with the student will take place and will 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 HOST 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 to be considered appropriate 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.
- Willing 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.

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) 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	
Signature of student	
Date	

Name of parent	
Signature of parent	
Date	

Name of host	
Signature of host	
Date	