



CAMBRIDGE  
SCHOOL OF  
VISUAL &  
PERFORMING  
ARTS

# EXEAT POLICY

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Date of Policy	September 2022
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Key Staff	Principal, Head of Boarding, Heads of Welfare,
Lead Staff for Review	Head of Boarding, Heads of Welfare

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## Introduction

- An exeat must be submitted whenever a student plans to be absent from lessons and/or wants to leave the city of Cambridge. This includes attending university open days. Exeats must be submitted 7 days before the requested date they are to be away from college.
- Students are permitted a maximum of 10 overnight exeats in any one academic year. 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 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.
- The CATS Cambridge Exeat Policy should be read in conjunction with the Safeguarding Policy and the Student Handbook.

## Procedure

Students requesting an overnight, holiday or U16 day exeat must submit all the relevant details on their student portal not less than 7 days before the start date of the exeat requested. The following details are required:

- The students phone number (if they are going outside of the UK, they also need to include one which works outside the UK)
- The FULL postal address including post code
- Any under 18-year-old students must include the full name and phone number of the responsible adult with whom they will be staying. Responsible adults must be aged over 25 and should be known to the parents/agent/guardian. We will often speak to them before any exeat is approved
- If traveling abroad flight details must be included and the ticket must be seen before the exeat is authorised.
- O16 day exeat requests must be submitted not less that 48 hours before the start of the exeat.

Parental permissions can only be accepted from the student's exeat connection listed on Shackleton. House Parents will send an email to the exeat contact once all the information has been submitted correctly and update the notes on the student's exeat once this has been sent. A copy of the responsible adult's photo ID (e.g. passport or driving licence) and proof of address will be requested and must be held on file. In addition, proof of any hotel booking is also required. Students aged under 16 who wish to leave Cambridge must be collected and returned by their parent or a responsible adult. The responsible adult will need to show photo ID. It is possible, in exceptional circumstances, for the College 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 the College, all additional costs will be recharged to the student's account.

Head of Boarding, Deputy Heads of Boarding 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 having been completed correctly; containing incorrect information; **or if the College has any concerns regarding the safety of the student and their proposed time away from College**. 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 College, the Independent Schools Inspectorate, which checks that we comply with UK regulations, make 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 students are away from College, 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/Deputy Head of Boarding or in their absence the DSL or Deputy DSL. It is breach of the Safeguarding Policy if these procedures are not followed.

## Age Related Exeats

### 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 College 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

- **Day Exeat:** students may travel on their own without the need for parental permission if staff are able to confirm that arrangements are safe.

- **Overnight / Holiday Exeat 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 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 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.

### HE 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 without the need for parental permission. 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.