



CAMBRIDGE  
SCHOOL OF  
VISUAL &  
PERFORMING  
ARTS

## EXEAT POLICY

---

Date of Policy	September 2018
Next Review Date	August 2019
Key Staff	Principal, Assistant Principal Pastoral Care, Student Support and Welfare Advisor, Heads of House
Lead Staff for Review	Heads of House, Student Support and Welfare Advisor

## Contents

Introduction.....	3
Procedure .....	3
Age related exeats.....	4
Under 16 students.....	4
16-17 year old students.....	4
18+ students .....	4

## Introduction

- An exeat must be submitted whenever a student wants to leave the city of Cambridge. This includes attending university open days and any times when missing lessons.
- Exeats must be submitted 7 days before the requested date they are to be away from College
- 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 the city of Cambridge unless students are staying with parents or close family members who are visiting.
- The CATS Cambridge Exeat Policy should be read in conjunction with the Safeguarding Policy and the Student Handbook.

## Procedure

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

- 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 they will be staying with 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 seen by their House Parent

Parental permissions can only be accepted from the primary or exeat contact listed on Shackleton. House Parents will send an email to the exeat contact once all the information has been submitted correctly and note on the 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 also be requested along with proof of any hotel bookings.

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.

Heads of House, Deputy Heads of House and PDs approve or decline exeats. Students will be informed when their exeat has been declined.

## Approval of Exeats

An exeat can be declined due 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.'*

As staff 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. Staff**

members must satisfy themselves about any concerns regarding an exeat. If they are unable to do so they must raise those concerns to the Head of House/Deputy Head of House 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 the information is acquired. The photo ID is not needed if the parents are taking responsibility of their son or daughter).
- **Overnight 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 will be booked via Reception 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 is acquired. The photo ID is not needed if the parents are taking responsibility of 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 Exeat:** 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 is acquired. The photo ID is not needed if the parents are taking responsibility of 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.