



## EXEATS, with Covid-19 addendum

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Date of Policy	August 2020
Approved by Principal	September 2020
Next Review Date	September 2021
Lead for Review	Head of Boarding



## Introduction

- An exeat must be submitted whenever a student wants to leave Canterbury. 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 Canterbury unless they are staying with parents.
- The CATS College 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.

- Their phone number (if students are going outside of the UK then they also need to include one which works outside the UK).
- The FULL postal address including postcode of the address.
- Any U18 students must include the full name and phone number of the responsible adult.
- If traveling abroad the flight details must be included and shown to duty House Parent.

Responsible adults must be over 25 and should be known to the parents/agent/guardian. We will often speak to them before any exeat is approved.

The Attendance and Exeat Officer will send an email to the primary contact once all the information has been submitted appropriately and note on the exeat once this has been sent, a copy of their photo ID (e.g. passport, driving licence or BRP) and proof of address of the responsible will also be requested along with any hotel bookings.

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

U16 who wish to leave Canterbury must be collected and returned by a parent or 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 SEBT only if the responsible adult cannot collect or return the student to the accommodation.

The Attendance and Exeat Officer and the Head of Boarding approve or decline exeats. Students will be informed when their exeat has been declined. An exeat can be declined due to behaviour; poor attendance; it not being submitted on time; not having parental permission; not having been completed correctly; containing incorrect information; College not approving with the trip. Appropriate action and sanctions will be taken if information on the exeat is deceiving.

It is extremely important for safety reasons that we know when the students are away from College, and where they are and who they are with when away, 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 College by the responsible adult or has an assisted taxi with SEBT. Parental permission must be received with information about the responsible adult.
- **Overnight Exeat:** students can either be picked up or dropped off from College by the responsible adult or an assisted taxi 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).

### 16-17 year-old students

- **Day Exeat:** students can travel on their own. No need for parental permission.
- **Overnight Exeat:** students can travel on their own. 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).

### 18+ students

- **Day Exeat:** students can travel on their own. No need for parental permission.
- **Overnight Exeat in UK:** students can travel on their own. No need for parental permission.
- **Overnight Exeat outside UK:** students can travel on their own. Parental permission and flight details must be received.



# EXEAT POLICY COVID-19 ADDENDUM

Date added to Policy	July 2020
Next Review Date	As required, based on UK Government guidance
Lead for Review	Principal, Rector, DSLs, Designated Governance and Safeguarding and Child Protection

## Introduction

In response to the global Covid-19 outbreak we have made amendments to our Exeat policy to safeguard the health and wellbeing of the whole college community. Time off campus will be limited to that needed to visit local shops only.

Students will be given guidance on how to stay safe outside the college, based on current government advice. This will include expectations on social distancing, avoiding crowded spaces and current face covering regulations amongst other items:

<https://www.gov.uk/government/publications/staying-safe-outside-your-home/staying-safe-outside-your-home>

Failure to follow guidance will be dealt with by Personal Tutors and the welfare team initially. Any follow up will be in accordance with the Student Behaviour Policy, as well as any guidance from local agencies.

## Quarantine and lockdown periods

No exeats will be approved during any imposed quarantine or lockdown periods.

## Day exeats

Day Exeats are not allowed excluding exceptional circumstances.

In an exceptional case, any responsible adult will be required to complete a medical declaration form before being allowed to accompany a student.

If the college moves to escalation Level 1-5, previously approved exeats may need to be declined.

## Overnight exeats

Overnight exeats are not allowed excluding exceptional circumstances.



Permission may be granted in exceptional cases, but additional checks on the responsible adult and the overnight arrangements will be required.

If the college moves to escalation Level 1-5, previously approved exeats may need to be declined.

## Policy Review

We will continue to monitor the Covid-19 outbreak and assess the associated risks carefully. We may need to amend or add to this Addendum as circumstances or official guidance changes. We will communicate any significant changes to staff, parents and students.