



CAMBRIDGE
SCHOOL OF
VISUAL &
PERFORMING
ARTS

EXEAT POLICY

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Introduction

Submitting an exeat is the process by which students notify the School whenever they plan to be absent from lessons and/or want to leave the city of Cambridge. The reasoning, process, and granting of permission will vary depending on the age and program of the student involved.

Reasons for an exeat may include attending university open days, travelling outside of Cambridge for the day, or going on holiday overnight (within or outside the UK).

The college uses a system called REACH which has a simple and effective mobile app that is helpful for students, parents, and staff.

Exeats for Under-18 Students (FE and HE)

- The School requires permission from parents to allow their children to leave the supervision of the School for Holiday Leave, Overnight leave in the UK, or Day Leave.
- The leave request must be submitted by the student on REACH.
- Overnight exeats must be submitted 7 days before the requested date they are to be away from college to allow House Parents adequate time to do necessary checks.
- Students may have a limited number of overnight exeats during term time in any one academic year (not including holiday breaks).
- If traveling abroad flight details must be included and the ticket must be uploaded to REACH before the exeat is authorised.
- 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.
- CATS students must have 95% attendance the week prior to have an exeat approved.
- O16 Day Exeat requests must be submitted not less than 48 hours before the start of the exeat.
- The CATS Cambridge and CSVPA Exeat Policy should be read in conjunction with the Safeguarding Policy and the Student Handbook.

Exeats for Over-18 Students (CATS and CSVPA FE Programmes)

- The School requests that over-18 students at CATS or in CSVPA FE Programmes submit an exeat if they are staying out of college residence overnight. This is for Health & Safety reasons, in case of an emergency.
- CATS students must have 95% attendance the week prior to have an exeat approved.
- The leave request must be submitted by the student on REACH.
- Over-18 students in FE Programmes travelling internationally will need parental permission. Students must submit an exeat for this type of travel 7 days before the requested date they are to leave to allow House Parents adequate time to do necessary checks.

- If traveling abroad flight details must be included and the ticket must be uploaded to REACH before the exeat is authorised.

Procedure

For Under-18 students, the following details are required in order to process the request:

- The date and time of the student's planned departure/return
- 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
- The full name and phone number of the responsible adult with whom they will be staying. Responsible adults (Hosts) must be aged over 25 and should be known to the parents/agent/guardian. We will often speak to them before any request is approved. (NB an 'approved host' must be listed as a 'guardian' with the school. Parents themselves and recognised 'guardians' are already in the 'approved host' list in REACH. A responsible adult can become an 'approved host' by parents sending the full name, age, relationship to student, 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 be in the name of the host), mobile number, email address and a scanned photo of an ID to the school's Student Services team).
- Travel documents must be provided if the student is travelling outside of London or the UK for the exeat (this can be train, flight, or an acceptable travel ticket).
- The request needs to be separately approved by parents and by Senior Boarding staff.
- Parental permissions can only be accepted from the student's exeat connection listed on REACH.
- Parents receive an automated email from REACH which allows them to approve or decline their child's request.
- Staff receive all this information and decide if the leave request is to be approved, if they need to discuss further with the parents, or if it is to be declined.
- Students and parents can always see the status of the leave requests on the REACH app.

Students aged under 16 who wish to leave Cambridge must be collected and returned by their parent or the nominated 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, makes 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 underage 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 Exeat Procedures and Permissions

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 within the UK:** students may travel on their own if staff are able to confirm that arrangements are safe. Parental permission must be seen with information about the host 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 the 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 (CATS and CSVPA FE Programmes)

- **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.

Exeats for Over-18 Students in CSVPA HE Programmes

Over-18 Students in HE Programmes at CSVPA are not required to submit exeats.

If they miss classes, they are subject to rules and actions as outlined within the Attendance and Engagement Policy L6 and above.

Please note that if an HE student is under-18, they will have to abide by the procedures as outlined in the under-18 section of this policy.