



# Exeat Policy Prep School

## DEFINITION

For the purposes of this policy an exeat is leave of absence for a pupil from the School, either at the weekend for boarders or during the working week for all pupils.

The College has fixed holidays, as published in the term cycle. Half term holidays are also known as exeats or 'fixed exeats'. Parents or guardians are expected to make suitable arrangements for pupils to leave and return to School at the times stated in the Calendar. Permission to leave early must always be sought in writing from the Housemaster/mistress, who will consult with the Head.

## PURPOSE AND RATIONALE

It is important to have an accurate record of the whereabouts of every pupil during term time. When pupils leave the School for a day visit or for an overnight stay, responsibility for their care passes from the HoM to the parent, guardian or host. HoMs must therefore have communication with these parents or guardians to be certain that they have given their approval.

The College acknowledges that many parents and pupils appreciate the benefits of a flexible system of exeats for boarders. However, this must be balanced with the need for pupils to fulfil their academic and co-curricular commitments and with the desirability of integrating all boarders into the School community.

Exeats are therefore normally granted provided that they do not conflict with school or individual commitments nor have a negative social impact on the pupil or the community.

## PROCEDURES AND PRACTICES

The pupil asks his/her parents or guardians to write or email more than 48 hours before the exeat is required. HoMs can take verbal instructions by telephone or email if they are satisfied of the identity of the person with whom they are communicating. HoMs will need to be absolutely sure of the arrangements which must adhere to the rules set out in the Parent Contract and the Child Student Visa (formerly known as Tier 4) Government legislation for Overseas pupils without a British passport.

If the pupil is not staying the night at his/her own home, written or email confirmation from the host is required to ensure that the arrangements are satisfactory using the agreed exeat form. In certain circumstances a telephone call might suffice to begin the process but the form must be filled in which lists the responsibility of the host. This can be sent by email if the HoM is happy that they know the identity of the person with whom they are communicating. If no form is received, then the pupil will not be able to go on exeat.

The pupil sees the HoM at least 24 hours in advance and once the exeat is agreed the HoM communicates with the Deputy Head Pastoral sharing the exeat form.



Pupils on an overnight exeat must stay with a responsible adult over the age of 25. However, there are occasions where permission may be granted for pupils to stay with family members who are younger than 25. This is at the discretion of the Deputy Head (Pastoral).

Pupils are not allowed to stay in bed & breakfasts, hotels, university halls of residence or rented flats unless accompanied by a responsible adult over the age of 25. In exceptional circumstances, the Deputy Head (Pastoral) may grant an exemption to this rule.

All pupils should return to the House before 8pm at the end of the exeat. Travel arrangements need to be planned with this in mind. In exceptional circumstances, and at the HoM's discretion, a later return to the House may be approved, but permission should be sought prior to booking any travel arrangements.

Pupils will be asked to complete the boarders' guardian/host family feedback questionnaire upon their return to school. This is to provide the school with more information about the host environment.

## **RELATED POLICIES AND DOCUMENTS**

- Attendance Policy
- Missing Pupil Policy
- Parent Contract
- Guardian Policy
- Parties and Out with Friends Policy Prep School

## **DISSEMINATION/IMPLEMENTATION**

This policy is explained in the Staff, HoM and House Handbooks.

Given the age of pupils in the Prep School, the rules and procedures as well as day-to-day implementation of the Exeat policy is the responsibility of HoMs.

## **MONITOR AND REVIEW**

This policy will be reviewed annually and at other times in the intervening period as necessary.