



Oxford Sixth Form College

A NORD ANGLIA EDUCATION SCHOOL

Exeat Policy

Revised: March 2025

Review date: August 2025

INTRODUCTION

An exeat must be submitted whenever a student wants to leave Oxford. This includes attending university open days and any times when missing lessons.

For weekend exeats, exeats must be submitted by Wednesday of the same week by 12 noon if the student wishes to leave the college on Friday evening. All midweek exeats need to be submitted a full 48 hours before the exeat. In extenuating circumstances, the student's primary contact must contact the Head of House or Deputy (Director of Student Services or Senior Tutor) if they require an exeat to be approved.

A maximum of 16 overnight exeats are permitted per year for each student in term time. It is expected that this will be a maximum of 6 in the Autumn Term, 6 in the Spring Term and 4 in the Summer Term. Half term exeats are included in these figures.

An exeat is defined as the permission to be absent from boarding for at least one overnight stay and it would be one continuous break (e.g. weekend away or Christmas holidays).

No overnight exeats are allowed in Oxford, i.e. any area in Oxfordshire, unless they are staying with parents or close family members who are visiting and who fully meet the criteria of a responsible adult.

*Responsible adults must be **over 25** and should be known to the parents/agent/guardian. 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). We will also speak to or meet the responsible adult before any exeat is approved, as the college needs to complete relevant due diligence to be satisfied of the suitability of the person into whose care the student is temporarily transferred. If this person is deemed unsuitable, the college will contact the parent to inform them of this fact. The exeat will not be granted in such cases.*

Boarders need to stay in boarding from the beginning of a term until its end, without arranging to depart early or arrive late. In exceptional circumstances, when this is unavoidable, parents must seek authorisation from the College. Parents can write to the boarder's Senior Tutor explaining the reason why a boarder will be missing lessons. If absence is unauthorised, the College reserves the right to reduce the number of overnight exeats permitted in the following term in accordance with the student's academic progress, attendance records and conduct.

OSFC's Exeat Policy should be read in conjunction with the Safeguarding policy.

PROCEDURE

Overnight exeats must be submitted at least ten days before the end of a term. This includes any half term break, Easter, and Christmas holidays. No exeats will be permitted within this timeframe so students must ensure that all travel arrangements have been booked and confirmed. The Head of House or Deputy (Director of Student Services, or Senior Tutor) has the right to decline any overnight exeat placed that does not adhere to the above.

Students requesting an exeat must submit all the relevant details on the REACH platform

- Their phone number (if students are going outside of the U.K., 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 (see below).
- If staying at a hotel or Air BnB (Over 18 only), proof of booking with clear indication of full address.
- If travelling abroad the flight details must be included and uploaded, and submit their boarding pass when they arrive to their destination or return to boarding.
- How students are travelling to and from the college; for U16, a responsible adult needs to accompany the student or parents to confirm in writing who will be escorting the student.

Verification process:

*Responsible adults must be **over 25** and should be known to the parents/agent/guardian. Parental permission must be received via the REACH platform and parents must inform the boarding house with information about the responsible adult. (full name, age, relationship to student, address, mobile number, and a scanned photo of an ID).*

Data protection:

The personal data collected as part of the exeat process (such as passport scans) will be held for the duration of the requesting student's studies with us. We can delete earlier on the request of the individual concerned, but any future exeats would need to have the ID provided again before permission could be granted. Once stored, we would only require new data to be provided if the existing ID has expired or a change in situation requires new information (such as name change or visa status change). This data will be held securely and will not be shared except in cases where we have to pass onto UKVI due to concerns about the individual/s involved. This data may be shared immediately upon receipt or later if new information arises that could be considered grounds for concern.

Students must contact their primary contact for parental permission once the exeat request has been submitted on the REACH platform. The consent needs to be received on REACH with all the necessary details including: a copy of a responsible adult's photo ID (such as passport, driving licence or BRP) and their contact details, a full address, dates of the request and the relevant flight details, if the student is travelling abroad. If the information required is not provided, the exeat request will be automatically rejected.

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

Under 16 years of age students who wish to leave Oxford 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 couriered taxi only if the responsible adult cannot collect or return the student to the accommodation. Parental permission and consent need to be obtained.

The Heads of Houses or Deputy approve or decline exeats. Students will be informed when their exeat has been declined. 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. This could include contacting the UKVI and withdrawing the student visa.

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 (*Compulsory School Age as of 31st August before joining the College*).

- **Day Exeat:** students need to be picked up and dropped off from College or Boarding by the responsible adult or have a couriered taxi. Parental permission must be received with information about the responsible adult, and college staff will check the driver's photo ID, for safeguarding purposes.
- **Day Exeat in Oxford:** students who would like to spend all day out in Oxford or Oxfordshire they must submit a REACH request and include all the information required with regard to the location and type of activity, duration, and details of the responsible adult who will be with the student (full name, age, relationship to student, address, mobile number, and a scanned photo of an ID).
- **Overnight Exeat:** students can either be picked up or dropped off from College by the responsible adult or a couriered taxi will be booked by either the student's parents or the College to take the student directly to the address and bring them back to the 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).
- **Extended curfew:** students who are under the age of 16 are not allowed to have extended curfews.

16-17 year-old students

- **Day Exeat:** students can travel on their own. Parental permission is required via the REACH platform.
- **Day Exeat in Oxford:** students who would like to spend all day out in Oxford or Oxfordshire, they must submit a REACH request and include all the information required with regard to the location and type of activity, duration, as well as who they are going to be with (e.g. friends or a responsible adult).
- **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. The photo ID is not needed if the students spend the overnight exeat with their parents).
- **Extended curfew:** students are allowed to have a limited number of extended curfews every term. The maximum number of extended curfews is 10 per term. Parental permission is required.

18+ students

Day Exeat: Students can travel on their own.

- **Day Exeat in Oxford:** Students must inform the Houseparents or Heads of Houses where they will be and what activities they will undertake (e.g. shopping and dinner; library visit to study and lunch etc). The sign in/out form need to be accurately completed. No parental permission is required unless there are welfare/ safeguarding concerns.
- **Overnight Exeat in UK:** students can travel on their own. Parental permission must be sent.
- **Overnight Exeat outside UK:** students can travel on their own. Parental permission and flight details must be received. This does not include travelling back home for the holidays.
- **Extended curfew:** students are allowed to have a limited number of extended curfews every term. The maximum number of extended curfews is 10. No parental permission is required.

The number of overnight exeats affect the students who are sponsored by the College and not the students who are British citizens and their permanent residence is with their parents in the UK, e.g. a student who boards Monday to Friday and spends the weekend in the family home. These students have got unlimited

overnight exeats whilst staying with their parents.

All students who have been granted permission to have an overnight exeat either in the UK or abroad have got the responsibility to inform the College about their arrival to their destination.

FURTHER INFORMATION

For further information about Exeats at OSFC please speak with the Director of Student Services.