

**OXFORD
International
College**

A NORD ANGLIA EDUCATION SCHOOL

EXEAT POLICY

POLICY INTENDED FOR:	Staff, students, parents and guardians
CATEGORY:	Safeguarding, Boarding, Attendance
POLICY IMPLEMENTED BY:	Principal
POLICY MONITORED BY:	Director of Boarding Vice Principal
REVIEWED BY:	Principal
CONSULTATION WITH:	Director of Boarding
REVIEW DATE:	August 2024 August 2025 January 2026 April 2026
FUTURE REVIEW:	April 2027

The Three Pillars

The three pillars of the OIC curriculum are:

- Academic Excellence
- Personal Development
- Career and University Pathways

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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.

This policy was written in line with UKVI guidelines and Safeguarding guidance including the latest version of KCSIE.

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. Any late exeat submissions can only then be authorised at the discretion of the Director of Boarding.

The College reserves the right to decline any exeat which they deem do not satisfy the relevant safeguarding, UKVI and behavioural checks.

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. This is in line with UKVI expectations and to ensure students fully enjoy the benefits of full time boarding, socially and academically.

No overnight exeats are allowed in Oxford unless students are staying with parents, guardian or close family members who are visiting and who fully meet the criteria of a responsible adult. This is only allowed on an Ad Hoc basis and will count towards the maximum nights away from College (i.e. 10 overnight exeats per year).

Boarding students are not able to spend every weekend with their parents unless they are on a dependents' Visa.

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

End of Term or Half-Term travel arrangements are to be submitted **at least two weeks** before the end of a term. This includes any half term break, Easter, and Christmas holidays. Please note ALL students must leave boarding accommodation for the Winter, Spring and Summer breaks with no exceptions as per the advertised term dates.

PROCEDURE

Students requesting an exeat must submit all the relevant details on the REACH FORM via their REACH log in (see Annex 1) and any additional questions or queries should be emailed to exeat@oxcoll.com. These details should include:

- 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 if not staying with a pre-approved guardian.

- 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 traveling abroad the flight details must be included and shown to duty Boarding Manager. Copies of these should also be Emailed to Exeat@oxcoll.com

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, Letter of undertaking and a scanned photo of an ID).

We will also speak to or meet the responsible adult before overnight exeats are 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. We will also complete a virtual home check to confirm the accommodation arrangements are suitable. If this person or their dwelling is deemed unsuitable, the college will contact the parent to inform them of this fact. The exeat will not be granted in such cases.

Students must contact their primary contact for parental permission once the exeat request has been submitted via the REACH Form (or Emailed to Exeat@oxcoll.com if there are issues with completing the form). The consent needs to be sent via the REACH form or emailed to exeat@oxcoll.com.

Parental permissions can only be accepted from the main exeat contact registered on ISAMS via the REACH Form OR emailed as required if there are issues with the form.

The Attendance and Exeat Officer and the Director of Boarding 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.

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.

Any exeats that are declined will solely be to ensure the safety and security of the student in question, this policy is not declined to prevent exeats, it is to ensure we comply to UK guidance and law in line with KCSIE and UKVI guidelines.

AGE RELATED EXEATS

Under 16 students

- **Day Exeat:** students need to be picked up and dropped off from College or Boarding by the responsible adult or have an approved taxi or driver. Parental permission must be received with information about the responsible adult, and college staff will check the driver's photo ID, for safeguarding purposes. Students must also submit a Blue Form to their relevant teachers to be signed 48 hours prior to the leave and authorised by attendance team via the Heads of Year and Director of Boarding.
- **Overnight Exeat:** students can either be picked up or dropped off from college by the responsible adult or an vetted/pre-approved taxi or driver 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, Letter of Undertaking and a scanned photo of an ID). A phone call/virtual check will be scheduled with the responsible adult to be satisfied of their suitability. The photo ID and phone call/virtual check is not needed if the parents or guardian are taking responsibility of their son or daughter.

16-17 year-old students

- **Day Exeat:** students can travel on their own. No need for parental permission, if remaining in Oxford, if leaving Oxford, parent permission should be provided too. Students must also submit a Blue Form to their relevant teachers to be signed 48 hours prior to the leave and authorised by attendance team via the Heads of Year and Director of Boarding.
- **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, Letter of Undertaking and a scanned photo of an ID). A phone call will be scheduled with the responsible adult to be satisfied of their suitability. The photo ID and phone call is not needed if the parents or guardian are taking responsibility of their son or daughter.

18+ students

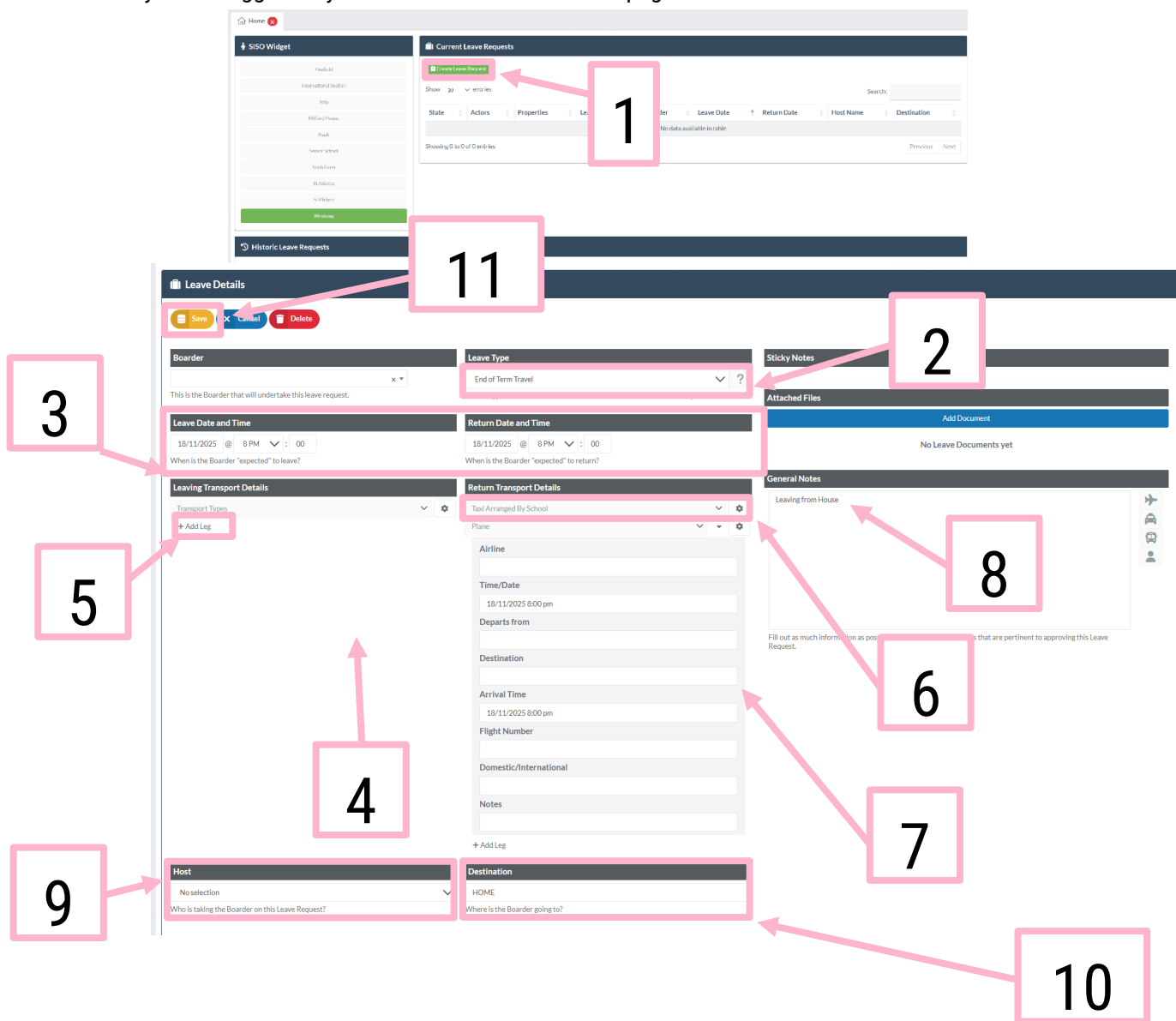
- **Day Exeat:** students can travel on their own. Students must also submit a Blue Form to their relevant teachers to be signed 48 hours prior to the leave and authorised by attendance team via the Heads of Year and Director of Boarding.
- **Overnight Exeat in UK:** students can travel on their own.
- **Overnight Exeat outside UK:** students can travel on their own. Parental permission and flight details must be received.

APPENDIX 1 – REACH FORM

REACH – Create Leave Request

For your travel forms you can now create your own. Once you have created the form, it will be sent to parents and guardians and then on to staff to approve or reject. Each “Leave Type” is slightly different and below is the guide on how to complete the End of Term travel form.

Once you are logged on you will be met with the home page below.



1. Select **Create leave request**.
2. Select the “leave type” for this there is only one option. Select **End of term travel**.
3. Complete the **Leave date and time** and the **return date and time**. These are the times that you arrive / leave from OIC.

4. Clicking **Transport types** will open the menu shown. From here you can click on the first travel option that applies. You can see an example where number 6 & 7 are. This shows the return section of the journey (which we will look at a little later). For now, you can see that this student is getting a "Taxi arranged by the school" to the airport and then a Plane.
5. If we need to **Add leg** to our journey, then we can use this button. This will allow us to add another stage to the journey. This can be used for Airport transfers, connecting flights or any multiple stage travel.
6. Here we have out return transport details. You can see some transport types (like the "taxi arranged by school") have no more details required.
7. This shows us the "voyage" information. Every field will need to be completed in order to continue. The example here is for a Plane. Make sure that the **Time/date** is when the plane leaves and the **Arrival time** is in local time.

TOP TIP: When using the **Departs from** and the **Destination** sections if they are airports instead of writing the whole name e.g. 'London Heathrow Airport' you can use the short code LHR. This will make it quicker for you and easier for staff too!

8. **General notes** can be used to tell us anything else that you might want us to know. The two things that **MUST BE INCLUDED** are if you are leaving / arriving from house or school and also if you are not travelling directly from the airport then we must know where you will be between the flight landing and you coming back to OIC.
9. The **Host** is simply who you are being looked after. For most students this will be a Guardian or Parent (If staying with people who live together then you can pick).
10. **Destination** this is the place where you are staying during the holiday. There are two options for this response:
 - a) **"HOME"** – you can only use this if you are staying at the address where you usually live. This must be the same as the one we have on your records. If you have two homes or are unsure, please check with staff.
 - b) If you are staying at ANY OTHER LOCATION then you MUST provide the full address (e.g. 12 Millbank, London SW1P 4QY, UK) Short answers such as "London" will result in an automatic form rejection.

Common errors: make sure that the dates (including the year) are correct.

FURTHER INFORMATION

For further information about Exeats at OIC please speak with the Director of Boarding.

contact@oxcoll.com

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