



# EXEATS POLICY

Reviewed	March 2024
Next Review Date	March 2025
Lead for Review	Head of Boarding



## Content

Introduction.....	3
Procedure.....	3
▪ APPROVED HOSTS.....	4
EXEAT APPROVAL.....	6
EXEAT TYPES AND PERMISSIONS .....	7
Appendix: Approved Host CONTRACT.....	8



## INTRODUCTION

- An exeat must be submitted whenever a student wants to leave Northampton. This includes attending university open days and any times involving missing lessons.
- For weekend exeats, exeats must be submitted by Wednesday if the student wishes to leave the School on the Friday evening of that week. All midweek exeats need to be submitted two days before the exeat. All exeat requests are made by the student through the online platform Reach.
- No overnight exeats are allowed in Northampton unless the student is staying with parents or approved hosts who are visiting and who fully meet the criteria of a responsible adult host. Students staying with a responsible adult host other than their parent(s), will also require completion of the *Approved Host Contract* in advance of their proposed exeat date.
- The BIS Exeat Policy should be read in conjunction with the Reach exeat Guide and the Boarder Guide. Note: if the school has any concerns regarding the safety of the student and their proposed time away from school, their exeat will be declined. These concerns may be prompted by an aspect of the proposed exeat itself, such as travel arrangements, or because the school is not sufficiently reassured that the responsible adult host will promote the welfare, physical wellbeing and emotional wellbeing of the student.

## PROCEDURE

Exeats must be submitted at least two weeks before the end of a term, so students must ensure that all travel arrangements have been booked and confirmed. This includes any half term exeats, as well as Christmas, Easter and Summer holidays.

Students requesting an exeat must submit all the relevant details on the Reach app or Desktop version. Any exeat requests requiring parental approval get sent directly to the parents/ primary contacts by Reach via email. Parents are able to approve or decline the exeat through the link in email.

The Reach platform demands the required information from the student and includes:

- Dates and times
- Destination
- Travel Plans
- Host information

The parameters of each exeat are set by the students' ages and will include automated workflows to request the appropriate permissions for each type of exeat.



## APPROVED HOSTS

To reside in any country other than the student’s home country with anyone other than a parent, the school will require an *Approved Host Contract* (see *appendix 1*) to be in place for the responsible adult host, with the following details from the parents:

1. Photo ID of the host (can be a passport copy or UK driver’s licence)
2. Proof of address of the host (can be a utility bill or bank statement dated within the past three months)
3. Host’s email address
4. Host’s phone number
5. What relation the host is to the student, or, if they are not a relation, how do they know the student
6. The attached contract signed by the parent and host.

The process for an exeat to be approved in this case is as follows:

Pre - Approved Hosts	Hosts Requiring Approval (new)
<p>Student will request the appropriate exeat through Reach and select the name of the approved host.</p> <p>The student requesting the exeat will then complete all other required information the platform demands including:</p> <ul style="list-style-type: none"> <li>• Dates and times</li> <li>• Destination</li> <li>• Travel Plans</li> </ul>	<p>Parent/ primary contact must email <a href="mailto:studentcomms@bosworthschool.co.uk">studentcomms@bosworthschool.co.uk</a> from an approved email address already listed on our system to nominate a Host.</p> <p>Student Communications will then carry out the necessary checks and determine whether they are happy to approve this. If they need more information, they will then request this from the parents.</p> <p>The parent and host read and sign the Approved Host Contract (appendix) to confirm understanding and acceptance of the agreement.</p> <p>Student Communications will verify all information received before authorising the request to be listed as an approved host.</p> <p>The new Approved Host will be added to the school management systems.</p>



Responsible adult hosts should be **over 25** and must be known to the parents/ agent/ guardian. If the responsible adult host is deemed unsuitable, the School will contact the parent to inform them of this fact. The exeat will not be granted in such cases.

All documentation and email communication relating to an exeat involving a host is stored electronically within the student's file. The Student Communications Officer is responsible for this.



## EXEAT APPROVAL

Under 16 students who wish to leave Northampton must be collected and returned by a parent or responsible adult host. The responsible adult host **will need to show photo ID**. It is possible, in exceptional circumstances, for the School to arrange a school-approved taxi, only if the responsible adult host cannot collect or return the student to the accommodation (charges will apply).

The Assistant Heads of Boarding can approve or decline exeats. Students will receive a notification from Reach about the exeat approval/ declined exeats. A conversation will take place between the Assistant Head of Boarding and the student to explain the reason for any declined exeat.

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
- an incomplete or incorrect exeat submission
- or if the School has any concerns regarding the safety of the student and their proposed time away from the School.

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 School, where they are and who they are with, and it is a serious breach of boarding accommodation rules if these procedures are not followed.

### Travel:

#### Students Under 16

Students need to be picked up and dropped off from School by the responsible adult host or take an approved school taxi. Parental permission must be received with information about the responsible adult host and boarding staff will check the driver's photo ID for safeguarding purposes.

#### Students 16 and older

Student can travel independently.

On return from the exeat a welfare conversation with the student must take place and must be recorded on Shackleton with any safeguarding concerns to be actioned.



## EXEAT TYPES AND PERMISSIONS

Age	Day Exeat (>4hrs and/or outside Northampton)			Overnight Exeat (UK)			Overnight Exeat (International)		
	Notice	Approval	Collection rules and notes	Notice	Approval	Collection rules and notes	Notice	Approval	Collection rules and notes
U16	2 days	Parental permission	School approved taxi (to be arranged upon request only)	2 days	Parental permission	School approved taxi (to be arranged upon request only)	2 weeks	Parental permission	School approved taxi (to be arranged upon request only)
		Information needed regarding the responsible adult collecting and returning	Responsible adult photo ID provided in advance by parent		Information needed regarding the responsible adult (aged over 25) collecting and returning, and the address where student will be staying	Responsible adult photo ID provided in advance by parent		Information needed regarding the responsible adult (aged over 25) collecting and returning, and the address where student will be staying	Responsible adult photo ID provided in advance by parent Parents need to provide flight information
16-17	2 days	None required		2 days	Parental permission	Can travel independently	2 weeks	Parental permission	Responsible adult photo ID provided in advance by parent Can travel independently Parents need to provide flight information
					Information needed regarding the responsible adult with whom the student will be staying, and the address where student will be staying			Information needed regarding the responsible adult with whom the student will be staying, and the address where student will be staying	
18+	2 days	None required		2 days	The address where student will be staying	2 weeks	Parental permission	Can travel independently Parents need to provide flight information	
							If the student is not going home, parents provide the address where the student will be staying, and host ID in advance		



## APPENDIX: APPROVED HOST CONTRACT

### “Approved Hosts” for Exeats Contract

Students who reside in our boarding houses are eligible to submit exeat requests to stay overnight at another location. These exeat requests are submitted via Reach, and the student will need to choose an ‘approved host’ with whom to stay with on the overnight exeat. This ‘approved host’ must meet the following requirements in order to be considered by the school:

- Be over the age of 25 years old (if not a relation).
- Have suitable accommodation where the student can have comfortable sleeping arrangements, ideally their own bedroom but at the very least will have their own bed.
- Provide the student with three meals a day.
- Happy and able to be in regular contact with the boarding house, at the very least to inform the House Parents if the student fails to arrive on time, if the planned return time changes and if they have any concerns about the student’s welfare.
- Understand that they are fully responsible for the student’s safety and welfare whilst they are staying with them through the duration of the exeat.
- Will take immediate action and involve the emergency services if the student should require it. If this occurs, the approved host will contact the boarding house as soon as possible to inform them of the situation, and regularly update them.

Parents will be required to provide the following details and documentation to Student Comms for new hosts to be approved:

- Photo ID of the host (can be a passport copy or UK driver’s licence)
- Proof of address (can be a utility bill or bank statement dated within the past three months)
- Host’s email address
- Host’s phone number
- What relation the host is to the student, or, if they are not a relation, how do they know the student.

Once these documents have been received, the host must send an email directly to Student Comms [studentcomms@bosworthschool.co.uk](mailto:studentcomms@bosworthschool.co.uk) to confirm that they understand their responsibilities as an approved host.

By signing this contract, all parties are agreeing to the terms and conditions of the exeat process and agree to submit the required documentation for new host requests to be reviewed for approval. If any party is found to have intentionally given false or misleading information, there will be severe consequences.

Student name.....

Signed (Host).....Date.....

Signed (Parent).....Date.....



Bosworth  
Independent  
School