ABBEY COLLEGE IN MALVERN
abbeycollege.co.uk

Exeat/Off Campus Policy

Related Documents Include:
• Student Handbook • Safeguarding Policy • Missing Student Policy • Bedcheck Policy • Exeat Form • Off Campus Form
Monitoring and Review
• This policy will be subject to continuous monitoring, refinement and audit by the Welfare Manager. • The Welfare Manager will undertake a formal annual review of this policy for the purpose of monitoring and of the efficiency with which the related duties have been discharged, by no later than one year from the date shown below, or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.
• The next official date for review is **October 2027.**

Introduction

The Abbey College Exeat/Off Campus Policy should be read in conjunction with the Student Handbook.

A student who wishes to leave the College during a weekday or weekend or stay away from the College overnight must have permission from the Principal or Welfare Manager.

Procedure

The procedures are as follows:

1. Normally, students are not allowed to be away from College during class time, but permission may be given under special circumstances.

   If a student needs to leave College during the daytime on a weekday or weekend,
   - they need to obtain the permission of the Welfare Manager, Duty Manager or the Welfare Assistant by filling in the **Off Campus Form** (available from Student Services) and having it signed off by the named above. *The form must be handed in with a minimum of 48 hours prior to the outing, to allow staff to complete the necessary checks.*
   - they must make sure that they **sign out** in the '**Signing Out' book & Ipad** before they leave.
   - they must make sure that they **sign in,** in the '**Signing Out' book & Ipad** on their return.

Students wishing to visit local shops on Wells Road may only do so out of class time; **not during lessons, Prep, study periods or compulsory Clubs/activities. They do not need to fill in Off Campus Form. They need to obtain parents' permission (Parental consent form). They must sign out and in at Reception and in signing out book outside student's services office. However, they must make sure they speak to a member of staff in the Welfare Office prior to leaving the campus. I student is unable to find a staff member, please call the duty phone.**

Produced by:	CS	Date:	29/06/2017	Updated by:	AG	Date:	27/10/26	Approved by:	AW	Date:	04/11/2026

2. If a student plans to stay away from College overnight, then they **must** obtain an 'EXEAT'.

- Exeat forms are available from Student Services.
- Students aged 17 and under will need to complete an Exeat form and arrange for written permission to be sent to the College from their parents or guardians to the email addresses below or ask their parents or guardian to email a completed Exeat form to:

  welfare@abbeycollege.co.uk or registrar@abbeycollege.co.uk **before** permission will be given.

- Parents or guardians will need to state:
  - the reason for the Exeat
  - the name and address of the guardian who is responsible for the student
  - contact details of where staying
  - travel arrangements
  - date and time leaving, date returning
- They will also need to give permission if the student is to travel on their own.
- **Note:** Students aged 18+ will need written parental/guardian permission. Details are held on each student's file. Students aged 18+ must still complete an Exeat Form and ensure they provide full accommodation and contact details for while they are away. *They must provide one form of ID, Proof of Address and Letter of Undertaking of the person they will be staying with.*
- Exeat forms, fully completed, must be submitted/emailed to Student Services *at least 72 hours before the student wishes to leave the College.*
- Once completed and parent consent is confirmed by email, the Exeat form is passed to the Principal for approval.
- The Principal will only sign an Exeat form once it has been determined that it is acceptable for the student to leave the College and, once signed, return it to Student Services.
- Only after the Principal has signed the form and returned it to Student Services can a student leave.

This procedure must be followed each time an Exeat is required.

NOTE: Permission, where needed, cannot be given in telephone conversations. It must be given in writing.

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It is extremely important for safety reasons that we know if students are away from College, and where they are when away, and it is a serious breach of the rules not to follow the above procedures. As most of the students at the college are here under a Visa, we must ensure we adhere with the UK Visa and Immigration regulations. We must hold information about the person who will be in charge of the student during their time away, relationship to student, but also that we have copies of their ID's and that the person has been DBS checked.

Applications for Exeats will not be considered without the minimum 72 hours' notice. In an emergency, an Exeat may be given if written permission is received from a parent, guardian or agent.

Students must sign **the Ipad in Reception and the signing out book outside student services office** whenever they leave the Campus and again on their return. In an emergency, the book will be used to identify who is on or off the Campus.

Students under the age of 18 cannot stay overnight in a University Campus, visiting previous students from the college.

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