

EXEAT ARRANGEMENTS POLICY

Date of policy review:	August 2026
Date for review:	September 2027
Lead for review:	Deputy Head Pastoral & Boarding /Registrar

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Preface

Guildhouse School aims that its students realise their potential, and that the school should foster in them the independence and maturity that prepares them as global citizens – balancing academic work and opportunities to spend time with family.

Consistent with these aims, students have considerable freedom and independence within standard procedures, provided they manage this freedom and independence responsibly.

This document provides the guidance and operating procedure for when boarders are not the responsibility of the school and are instead under arrangements made by parents (on “leave” or on “exeat”). It also gives a brief description of normal routines when students are under School regulations.

The school recognises three categories of exeat:

- Exeat with a Parent
- Exeat with an Approved Host
- Group Exeat

All exeat arrangements are subject to the school’s safeguarding procedures. Each term students are permitted a total of four overnight EXEATS. The school reserves the right to refuse any exeat request where it is not satisfied that appropriate arrangements exist to safeguard and promote the welfare of the student.

Procedure

The two main circumstances when parents give the school permission to allow their children to operate under parental responsibility rather than school regulations are:

1. Holiday leave, when students leave School for vacations at half term or the end of term.
2. Overnight leave, for example when students need to be away from school overnight during the week for a university interview, or if they wish to be away from school at a weekend.

Who can students stay with?

Staying with Parents, Immediate Relative or Guardians/Approved Hosts:

- Students will normally only be approved to stay with a parent, immediate relative, approved guardian or approved host who has been approved by the school and has met all exeat requirements.
- All hosts must be approved by the school and be aged 25 years or above.

Definitions

- Parent - A parent is a person who has a biological or legal relationship with a child, typically responsible for the child's upbringing, care, and protection.
- Immediate Relative - Refers to someone who is a direct relative and with whom you have a strong, personal relationship. This includes siblings over the age of 25 and Grandparents only (evidence may be asked for).

- Guardian - A person who is **legally appointed** to care for and make decisions on behalf of the student who has been appointed by the parents.
- Approved Host – A person who has been officially recognised by the school from a student's enrolment as a de facto Legal Guardian for that time. An adult aged 25 years or over who has been assessed and approved by the school through its exeat procedures and who agrees to accept responsibility for the welfare and supervision of the student during the approved period of leave.

Can I be absent from school?

In a word “**no**”. Students are expected to be in school for classes for the betterment of their educational journey.

Missing Classes or Homework Delays

- Only SLT, Pastoral Director or the School Nurse (medical reasons) can authorise attendance absences – this is rarely authorised as students (during term time) are here to attend classes.

If parents or students proceed without an approved exeat, it will result in a **Stage Warning**.

Grounds for Refusal of an Exeat Request

- Attendance at or below 90%
- Stage Warning 2 or above
- Behavioural concerns
- Pastoral concerns
- Safeguarding concerns
- Outstanding coursework, homework or assignments.

Requirements for applying for an Exeat

For any student it is a requirement in each of the above situations, on each occasion, that the details below are confirmed (and evidenced) with parental approval:

- **the date and time of the student's planned departure/return from/to Premier House**
- **the destination, including travel arrangements** (NB students may travel independently into the care of an 'approved host' provided that boarding staff can confirm that travel arrangements are record accurately and deemed safe. Primary responsibility for the student transfers from the school to the host when the student signs out of the boarding house on an approved exeat. The approved host should contact the school if the student does not arrive when expected. Students should alert boarding staff with any issues en route and check in with the boarding team when they reach their destination)
- **the details of the 'approved host'** (NB a 'approved host' must be aged 25 or older or be listed as a 'guardian' with the school from enrolment. Parents themselves and recognised 'guardians' are already in the 'approved host' list in REACH.

For any students aged 15 there are two additional requirements regarding travel.

- Students must book any taxi through the Student Services team. The transfer of primary responsibility from the school to the approved host takes places once the student has been

safely delivered to the approved host or to the taxi destination agreed with parents (airport, train station, etc).

- In a case where a taxi is not to be used, for example taking the train to Cambridge, as above, the primary responsibility is transferred when the student signs out of the boarding house for the travel arrangements agreed by parents.
- There is the additional requirement that the approved host confirms the safe arrival of the student however they have travelled. Students should confirm safe arrival with Boarding staff.
- In addition to the information above, students and parents may be required to provide supporting safeguarding documentation depending on the type of exeat requested.

Regarding the transfer of responsibility for students 16 or over that use a taxi booked by the school.

If house parents are concerned about any arrangements, especially if they think that a student has not given their parents, the responsible adult or the school all the facts or if parental permission is suspicious in some way, the house parents will make further contact with parents. Examples are if house parents believe a group of students are staying together in a large group or attending a party unknown to parents.

The Leave/Exeat system

Premier House uses a boarding management package called REACH which has a simple and effective mobile app that is helpful for students, parents and staff.

1. Students use REACH to apply for leave.
2. Supporting documentation must be submitted at least 72 hours before the planned exeat. The REACH request must be submitted at least 48 hours before the planned exeat.
3. Requests for Sat/Sun Daytime leave should also happen at least 48 hours before the planned time of departure from Premier House. This means that for a departure on Saturday at midday, the request must be submitted by Thursday at midday.
4. The request needs to be separately approved by parents and by Premier House staff.
5. Parents receive an automated email from REACH which allows them to approve or decline their child's request.
6. Staff receive all this information and decide if the leave request is to be approved, if they need to discuss further with parents, or if it is to be declined.

Students and parents can always see the status of the leave requests on the REACH app.

Holiday leave is not visible in the REACH app until three weeks before the holiday. House parents will remind parents to complete the holiday leave request for their child at this stage.

Providing authentic and accurate documents is essential. The school reserves the right to contact parents, hosts and other relevant parties to verify information and documentation submitted in support of an exeat request. Below is the checklist of required documents for your exeat request – please check which type of EXEAT request applies to your situation:

General Notes

- Exeat requests that result in missed school days or incomplete homework will affect studies. Please plan ahead to avoid class absences and ensure your studies remain on track.
- Please discuss with the Leadership Team or the School Nurse (medical reasons) if you have any reason to be absent during the school term (Only exceptional circumstances will be considered).
- Unauthorised absences will result in a higher Stage Warning.

Term Time or Holiday Time - Exeat with Parent

Below are the details required by Student Services & The Boarding House:

- Parent's current contact details (Phone number and e-mail address)
- Dates of Absence: Specify the exact dates the student intends to be away from the school.
- Proof of address: utility bill/council tax/bank statement dated within the past three months, or proof a hotel booking for the dates of the exeat – both of which must have the name of the parent on the letter/booking.
- Travel documents: We need the host's travel documents; this can be a train, flight, or an applicable travel ticket (the name needs to be clearly visible)
- Where student and parent are travelling outside London together, evidence of travel arrangements for both parent and student is required.
- Where a parent is travelling to London to collect the student, evidence of travel to and from London may be required.
- Consent from the Parent: the parent needs to email Student Services to confirm they are happy about the exeat, and they will be responsible for the student's safety and wellbeing.

Term Time or Holiday Time - Exeat with Immediate relative or Legal Guardian

Below are the details required by Student Services & The Boarding House:

The host needs to be your **immediate relatives** (siblings and/or grandparents) or **approved guardian from enrolment**.

- Exeats Contract: Please check the attached Approved Hosts for Exeats Contract carefully, which needs to be signed (handwritten) by the student, parents, and the host.
- Photo ID of the host: passport or driver's licence (if the host does not possess a passport from the country, they must provide their legal residence permission document)
- Host's current contact details (Phone number and e-mail address)
- The relationship between the student and the host.
- Dates of Absence: Specify the exact dates the student intends to be away from the school.
- Proof of address: utility bill/council tax/bank statement dated within the past three months, or proof a hotel booking for the dates of the exeat – both of which must have the name of the host on the letter/booking.
- Travel documents: We need the host's travel documents; this can be a train, flight, or an applicable travel ticket (the name needs to be clearly visible)

Holiday Time Only - Exeat with Approved Host

Below are the details required by Student Services & The Boarding House:

- Exeats Contract: Please check the attached Approved Hosts for Exeats Contract carefully, which needs to be signed (handwritten) by the student, parents, and the host.
- Photo ID of the host: passport or driver's licence (if the host does not possess a passport from the country, they must provide their legal residence permission document)
- Host's current contact details (Phone number and e-mail address)
- The relationship between the student and the host.
- Dates of Absence: Specify the exact dates the student intends to be away from the school.
- Proof of address: utility bill/council tax/bank statement dated within the past three months, or proof a hotel booking for the dates of the exeat – both of which must have the name of the host on the letter/booking.
- Travel documents: We need the host's travel documents; this can be a train, flight, or an applicable travel ticket (the name needs to be clearly visible)

Term Time or Holiday Time Group Exeat – Immediate Relative (maximum 3 students in total)

- The host needs to be an immediate relative (parents, siblings and/or grandparents) or approved guardian from enrolment of 1 of the students.
- Exeats Contract: Please check the attached Approved Hosts for Exeats Contract carefully, which needs to be signed (handwritten) by the student, parents, and the host.
- Photo ID of the host: passport or driver's licence (if the host does not possess a passport from the country, they must provide their legal residence permission document)
- Host's current contact details (Phone number and e-mail address)
- The relationship between the student and the host.
- Dates of Absence: Specify the exact dates the student intends to be away from the school.
- Proof of address: utility bill/council tax/bank statement dated within the past three months, or proof a hotel booking for the dates of the exeat – both of which must have the name of the host on the letter/booking.
- Travel documents: We need the host's travel documents; this can be a train, flight, or an applicable travel ticket (the name needs to be clearly visible)
- Student Services will arrange a video call with the host once the above documents are received.

Safeguarding Checks for Group Exeats

- Student Services/Boarding Team may conduct a video call with the host.
- Students may be contacted during the exeat.
- Boarding staff may conduct welfare checks.
- Hosts may be required to confirm accommodation arrangements.

Students must remain at the address approved as part of the exeat application unless further parental and school agreement has been obtained.

The school must hold current emergency contact details for the parent and approved host throughout the period of the exeat.

Where a student fails to return from exeat or their whereabouts become unknown, the school will follow its Missing Student Policy and safeguarding procedures.

Weekends – Day Leave

Saturday and Sunday daytime leave - when students are to be out for longer periods on Saturday or Sunday and unable to report in person at the normal register times during the day.

If students wish to miss one of the register times because they have plans that require them to be away from Premier House for many hours, parents are asked to give the school permission for their child to be under parental responsibility rather than school regulations by authorising a Day Pass REACH request.

General Rules & Deadlines

Submission Deadline

Be mindful of submission deadlines to ensure your request is processed in a timely manner. Approved host requests need to be submitted with **all the required documents** 72 hours before the time of the exeat. For example, if you are planning to go on exeat on Friday evening, all the documents must be submitted to Student Services by Tuesday evening. If you are going on exeat on Saturday morning, all the documents must be submitted on Wednesday morning. Exeat requests on REACH must be submitted 48 hours before the exeat commences.

Rooming Arrangement whilst on an exeat

If the accommodation is in a private residence (i.e. apartment, Airbnb or house) then ideally the student will have their own suitable bedroom but at the very least will have their own bed. If they are staying in a public dwelling (i.e. hotel) then the student must stay in the same room as the approved host or have an adjoining room with the host.

Under 16 students

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.

Once approved, host details will be recorded on iSAMS and supporting documentation retained in the student's record in accordance with safeguarding procedures.

REACH Must be Used

Once the host is approved, the student needs to submit the request on REACH. Students can ask house parents for help if they have any questions regarding REACH. Approval of an exeat request within REACH does not remove the requirement for all supporting documentation to be submitted and verified prior to departure.

Students must remain at the address approved within the exeat request unless an alternative arrangement has been approved by both parents and the school.

Failure to return from exeat at the agreed time, or failure to maintain agreed communication with the school, may result in safeguarding procedures being initiated and future exeat requests being restricted. If a student fails to return at the agreed time, cannot be contacted, or their whereabouts become unknown, the school will follow its Missing Student procedures.

Boarders' weekday and weekend hours that do not require exeat arrangements

Weekdays

0700-0830 - wake up and go to school. An earlier start is permissible if students are going for exercise at the local swimming pool or gym, or for a run. Students must speak to house parents the night before to arrange this.

0830-1625 - at school and under "School Day" routines and jurisdiction.

1625 onwards (or earlier if students have returned earlier to Premier House under approved circumstances e.g illness) – students are under Premier House jurisdiction.

Each weekday, as well as having lessons, we recommend that students spend time in physical activity and time relaxing. Sometimes, depending on their timetable, students can do both during the school Day. If not, students should try to plan exercise and relaxation into their daily and weekly schedules, and personal tutors assist in helping students plan this.

The reality is that successful students mostly spend weekday evenings mainly on homework. Successful students typically spend a minimum of two hours on homework each weekday evening. One of these takes place in the allocated 18.30 - 19.30 study hour on Monday, Tuesday, Wednesday and Thursday evening that all students should be in the boarding accommodation for. Additional study time needs to be planned into daily and weekly schedules with advice from personal tutors.

To support this routine, the standard Premier House model is that on school nights (Sunday to Thursday), any evening where students are out of the house after 1830 for more than a short time should be an exception. Students should again discuss planning this with personal tutors. House parents and personal tutors will assist students in monitoring how they spend their time in the evenings.

Research evidence from the field of neuroscience is clear about the importance of sleep and the importance of a consistent sleep routine in effective learning. Premier House maintains clear bedtime routines to support this. On school nights, boarders must be in Premier House by 2100 curfew.

Any student who cannot yet handle this level of responsibility and independence to manage a 2100 weekday curfew will instead have an 1830 curfew and then be granted a trial period of 2100.

Extensions to the school night curfew of 2100 are permissible in discussion with the Assistant Head (Boarding). They are not given frequently because that would undermine the effective sleep routine that we know supports effective learning.

Weekends

On Friday night and Saturday night, curfew extensions are routinely given to allow students time to go to the theatre, cinema, concerts and for particularly special occasions, but these requests must be made by Thursday evening to the Assistant Head (Boarding). As on school nights, those who cannot yet handle the responsibility and independence of evening extension might have the 1830 curfew and then be granted a trial period of curfew extension.

During the daytime at weekends, although there are no lessons, the school continues to have both a moral and legal duty of care. The school also has a regulatory obligation to know students'

whereabouts. However, again consistent with the school's aims, students have considerable freedom and independence within standard procedures. The school seeks to give students opportunities to demonstrate and learn responsibility.

Between 0700 wake up and 2200 curfew, there are 15 hours for students to spend profitably, whether that be in additional study, exercise, cultural experiences, or spending leisure time with friends. Whilst not prescribing how the time is used, the school does insist on seeing each student to ensure their welfare as laid out in the Student Handbook, these register times take place every 3 hours.

If students wish to miss one of these register times because they have plans that require them to be away from Premier House for a substantial number of hours, parents are asked to give the school permission for their child to be under parental responsibility rather than School regulations using the Sat/Sun Daytime leave process.

Applications involving safeguarding concerns, forged documents, unusual travel arrangements or complex group exeats may be referred to the Registrar, Designated Safeguarding Lead/Deputy Head Pastoral, Deputy Head Boarding or Headteacher before a final decision is reached

Monitoring and Review

The Registrar, Deputy Head (Pastoral), in conjunction with the Headteacher, will monitor the implementation of this policy through the review of exeat requests, safeguarding records, attendance data, behaviour records and boarding compliance checks.

Any safeguarding concerns arising from exeat arrangements will be reviewed by the Deputy Head Pastoral/Designated Safeguarding Lead and may inform future amendments to procedures and practice and be reported to the Senior Leadership Team and, where appropriate, Governors.

The Senior Leadership Team and Registrar will review this policy annually, or sooner in response to changes in statutory guidance, safeguarding requirements, boarding regulations or operational needs.

The effectiveness of the policy will be evaluated through:

- monitoring of authorised and refused exeat requests;
- review of safeguarding incidents relating to exeat arrangements;
- boarding audits;
- feedback from students, parents and staff;
- analysis of attendance and punctuality patterns linked to exeat requests.

Related Policies

Student Behaviour Policy

Attendance Policy

Boarding Principles and Practice

Boarding Handbook

Supervision and Missing Student Policy

Safeguarding Policy

Appendices

Appendix 1: Approved Hosts for EXEATs Contract 2026-2027



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"Approved Hosts" for Exeats Contract

Students who reside in our boarding house are eligible to submit exeat requests to stay overnight at another location. These exeat requests are submitted via a system called REACH, and the student will need to choose an 'approved host' with whom to stay with on the overnight exeat. An "Approved Host" is anyone other than a parent or a legal guardian, and must meet the following requirements to be considered by the school:

- Be over the age of 25 years old.
- Have suitable accommodation where the student can have comfortable sleeping arrangements. If this is in a private residence (ie apartment, AirBnB or house) then ideally the student will have their own bedroom but at the very least will have their own bed. If they are staying in a public dwelling (ie hotel) then the student must stay in the same room as the approved host or have an adjoining room with the host.
- 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 to regularly update them.

Parents will be required to provide the following details and documentation to Student Services at least 72 hours prior to the exeat commencing for new hosts to be reviewed. Any requests sent less than 72 hours prior to the exeat commencing will be declined.

- Photo ID of the host (can be a passport copy or UK driver's licence)
- Proof of address (a utility bill dated within the past three months, or proof of a hotel booking for the dates of the exeat – both of which must have the name of the host on the letter/booking)
- Host's email address
- Host's UK mobile number, or home country mobile number if they do not have a UK number.
- What relation the host is to the student, and if they are not a relation, how do they know the student.
- Travel documents if the student is travelling outside of London for the exeat (this can be a train, flight, or an applicable travel ticket).
- Contract signed by student, parent, and host.

Once these documents have been received, the host must send an email directly to Student Services (studentservices@guildhouseschool.com) to confirm that they understand their responsibilities as an approved host. A member of the Student Services team will review all the documents to confirm that they meet the criteria of a host, and if deemed necessary, will conduct a video call with the host before approving the request.

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, which could include no exeats to be permitted until further notice and the student placed on a high stage warning. Furthermore, an exeat may be declined if a student is on a stage warning 2 or above, has attendance below 90%, or has outstanding schoolwork.

Signed (Student).....Date.....



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

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



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