

OXFORD INTERNATIONAL COLLEGE BRIGHTON

Exeat Policy

POLICY INTENDED FOR:	Students, Parents, Staff
CATEGORY:	Students
POLICY IMPLEMENTED BY	Director of Boarding
REVIEWED BY:	Deputy Principal Pastoral & Wellbeing, Authorising Officer
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Introduction

An exeat is permission for a student to be absent from boarding. This may be for an overnight stay or a longer continuous break (e.g., a weekend away, enrichment week, or holiday period such as Christmas or Easter). In addition, students can request day exeats for short absences during the day.

An exeat request must be submitted whenever a student wants to leave the OIC Brighton campus. This includes overnight stays at weekends, attending university open days or interviews, and any times when missing lessons.

For weekend exeats, exeats must be submitted by Wednesday of the same week by 12 noon. 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 Director of Boarding if they require an exeat to be approved.

All OICB students must stay with a responsible adult if they are requesting an overnight exeat.

All College behaviour rules, and code of conduct apply when a student is not on campus.

OICB's Exeat Policy should be read in conjunction with the Safeguarding policy, the Guardianship Policy and the Behaviour Policy.

Responsible Adults

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 for the exeat, mobile number, and a scanned photo of an ID).

OICB 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 with 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.

Nominated Guardians

No students can be released to their nominated guardian without full vetting checks being carried out in advance. This is to ensure the safety of the students when they are not under the direct care of the College.

Members of staff authorising exeats will check that documentation is in place before granting an exeat to ensure that the student is able to be released to their Guardian. For this reason, exeats must be requested with sufficient advance notice. OIC Brighton reserves the right to decline exeats, even when the parent has given consent.

Please refer to the OICB Guardianship Policy for further information about nominated guardians.

Conditions of Exeat for Child Student Visa holders and Student Visa holders (UKVI)

In line with UKVI regulations, holders of Child Student visas or Student Visas are permitted exeats on a maximum of 1 in every 3 weekends (other than in exceptional circumstances agreed by the College).

No overnight exeats are allowed unless they are staying with a responsible adult who is a Nominated Guardian, Close Relative (grandparent, sibling, brother/sister of a parent, who is British or has settled status, is 25 years or older and is not in full time education), Private Foster Carer or a visiting parent for the purposes of the student settling into life in the UK.

During term-time, Child Student visa holders and Student visa holders are able to stay with their parents who are visiting the UK on an occasional basis, for example, at a weekend. Students must not miss any lessons or other aspects of their course at OICB.

Exeats for non-sponsored students

The number of overnight exeats affects 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 unlimited overnight exeats whilst staying with their parents but must follow the same procedures as sponsored students.

Exeat Procedure

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.
- The full name and phone number of the responsible adult (see below).
- If travelling abroad the flight details must be included and uploaded and students must submit their boarding pass when they arrive to their destination (departing OICB) or return to boarding (returning to OICB).
- How students travel to and from the college. Under 16 years of age students who wish to leave OICB 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.

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 visa share code) 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.

Houseparents reserve the right to decline exeats, even when the parent has given consent. 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.

Once approvals have been submitted, the student may leave site. They must show their approved pass on their app to security when they leave site. The student must sign out on the app when they leave site and they must sign back into College in person. Students must call the boarding house, or the on-duty number if they are going to be late.

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 where they are and who they are with when away. It is a serious breach of the Safeguarding policy if these procedures are not followed.

Age Related Exeats

Under 16 students (Compulsory College Age as of 31st August before joining the College).

- **Day Exeat:** students need to be picked up and dropped off from College 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. REACH requests must include all the information required about the location and type of activity, duration, as well as who they are going to be with (e.g. friends or a responsible adult). All students must agree to carry a fully charged mobile phone with them at all times.
- **Day Exeat in Brighton:** Students in Years 9-11 can only leave site on weekends, unless they are attending a pre-arranged appointment. Year 9 students may not leave without a staff member. Year 10-11 must leave in groups of 3 and they must be back for the next registration onsite. Students who would like to spend all day out in Brighton 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). All students must agree to carry a fully charged mobile phone with them at all times.
- **Overnight Exeat in the UK:** 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). No overnight exeats are allowed unless the student is staying with a responsible adult who is a Nominated Guardian, Close Relative (grandparent, sibling, brother/sister of a parent who is British or has settled status and is 25 years or older and not in full time education), Private Foster Carer or a visiting parent for the purposes of the student settling into life in the UK (Visiting Parent). If the location of the overnight stay is different from the address held by the College e.g. for a university visit, additional parental consent for the visit will be sought. All students must agree to carry a fully charged mobile phone with them at all times.

16-17 year-old students

- **Day Exeat:** students can travel on their own unless there is a safeguarding concern. Parental

permission is required via the REACH platform. Requests must include all the information required about the location and type of activity, duration, as well as who they are going to be with (e.g. friends or a responsible adult). All students must agree to carry a fully charged mobile phone with them at all times.

- **Day Exeat in Brighton:** Students who would like to spend all day out in Brighton must submit a REACH request and include all the information required about the location and type of activity, duration, as well as who they are going to be with (e.g. friends or a responsible adult). All students must agree to carry a fully charged mobile phone with them at all times.
- **Overnight Exeat in the UK:** students can travel on their own unless there is a safeguarding concern. 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). No overnight exeats are allowed unless the student is staying with a responsible adult who is a Nominated Guardian, Close Relative (grandparent, sibling, brother/sister of a parent who is British or has settled status and is 25 years or older and not in full time education), Private Foster Carer or a visiting parent for the purposes of the student settling into life in the UK (Visiting Parent). If the location of the overnight stay is different from the address held by the College e.g. for a university visit/interview, additional parental consent for the visit will be sought. All students must agree to carry a fully charged mobile phone with them at all times.

18+ students

- **Day Exeat:** students can travel on their own unless there is a safeguarding concern. Parental permission is required via the REACH platform. Requests must include all the information required about the location and type of activity, duration, as well as who they are going to be with (e.g. friends or a responsible adult). All students must agree to carry a fully charged mobile phone with them at all times.
- **Day Exeat in Brighton:** students can travel on their own unless there is a safeguarding concern. Students must inform the Houseparents where they will be and what activities they will undertake (e.g. shopping and dinner; library visit to study and lunch etc) as well as who they are going to be with (e.g. friends or a responsible adult). A REACH request must be accurately completed. All students must agree to carry a fully charged mobile phone with them at all times.
- **Overnight Exeat in UK:** students can travel on their own unless there is a safeguarding concern. 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). No overnight exeats are allowed unless the student is staying with a responsible adult who is a Nominated Guardian, Close Relative (grandparent, sibling, brother/sister of a parent who is British or has settled status and is 25 years or older and not in full time education), Private Foster Carer or a visiting parent for the purposes of the student settling into life in the UK (Visiting Parent). If the location of the overnight stay with the nominated guardian is different from the address held by the College e.g. for a university visit,

additional parental consent for the visit will be sought. All students must agree to carry a fully charged mobile phone with them at all times.

Exeats at the beginning and end of the term

Travel arrangements must be submitted **at least ten working days** before the end of a term using the Reach platform. This includes any half term break, Easter, and Christmas holidays. No exeats will be permitted outside of this timeframe so students must ensure that all travel arrangements have been booked and confirmed. The Director of Boarding or other members of the Senior Leadership team have the right to decline any overnight exeat request submitted that does not adhere to the above requirements.

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 Deputy Principal Academic explaining the reason why a boarder will be missing lessons. Evidence of appointments must be provided in advance.

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.

All students who have been granted permission to have an overnight exeat either in the UK or abroad have the responsibility to inform the College about their arrival at their destination. The College will seek to speak to the responsible adult as well as the student upon confirmation of safe arrival, unless the student has departed Campus with the responsible adult.

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 this earlier at 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.

Further information

For further information about Exeats at OICB please contact the Director of Boarding.