



**The Abbey College**  
**253 Wells Road Malvern Wells**  
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# Abbey College

## Exeat Policy

A student who wishes to leave the College during a weekday or stay away from the College overnight must have permission from the Principal, Vice Principal or Duty Manager

### 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, they need to obtain the permission of Principal, Vice Principal or Duty Manager who will issue them with a completed 'Permission to Miss Classes Note'. They must make sure that they sign out in the 'Signing Out' book before they leave and on their return. Students wishing to visit local shops on Wells Road may only do so out of class time, not during lessons or private study.
2. If students plan to stay away from College overnight, then they must obtain an 'EXEAT'. Exeat forms are available from the Principal and Student Services. Exeat forms, fully completed, must be submitted to the Principal, Vice Principal or Duty Manager at least 48 hours before the student wishes to leave the College.
  - a. Students aged 18 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 before permission will be given. Parents or guardians will need to state the reason for the Exeat, name and address of the person the student will be staying with and travel arrangements. They will also need to give permission if the student is to travel on their own. This procedure must be followed each time an Exeat is required.
  - b. Students aged 19 may not need written parental permission. Details are held on each student's file.

**NOTE: Permission, where needed, must be given in writing and may not be given in telephone conversations**

The Principal, Vice Principal or Duty Manager will sign an Exeat form once they have determined that it is acceptable for the student to leave the College and return it to the student. The student should hand in the form to Student Services before they leave and sign the 'Signing Out' book before leaving and upon return.

It is important for safety reasons that we know if students are away from College and it is a serious breach of the rules not to follow the above procedures. **Applications for Exeats will not be considered without the minimum 48 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 'Signing Out' book in Student Services 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 who are under 16 years may only leave the College with someone who is 16 or over).

# The Abbey College

## EXEAT FORM

This form is to be completed by parents/guardians or agents to give permission for a student to leave the col

If at any time during the EXEAT ANY of the details on this form change we must be informed immediately.

The college reserves the right to refuse any EXEAT during term time if we have any doubts concerning  
the safety of the student

Name of Student  DoB   
Age:

Departing Date:  Time:

Returning Date:  Time:

Boarding House:  Room No.:

Name of Person responsible for student

Relationship to student:

Address where student will be staying:

Telephone :

E mail contact:

Reason for Exeat:

### For students under the age of 16 years:

Students under the age of 16 years old can **not** travel alone. Transport must be pre-arranged to/from destination

Please give full travel arrangements :

Emergency contact number (mobile):

Parent/Guardian Signature:  Date:

### For College Use Only:

Authorising Signature:  Date:

Staff Name:

EXEAT GRANTED YES  NO

**Note: Please check parents questionnaire in students file  
This form is to be kept in the Exeat Book in Student Services**