

The Abbey College

PERMISSION FOR EXEAT

This form is to be completed by parents/guardians or agents to give permission for a student to leave the college. If at any time during the EXEAT **ANY** 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 about the EXEAT or about the safety of the student.

Full Name of Student: _____ DoB: ___/___/___ Age: _____

Departing Date: _____ Time _____

Returning Date: _____ Time _____

Name of Person student will be staying with: _____

Relationship to student: _____

Full address where student will be staying:

Telephone Number: _____

Fax Number: _____ e-mail: _____

Reason for Exeat: _____

Travel arrangements:

For children over the age of 16 years:

How will the student get to/from the destination:

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 the destination.

Please give full details :

Signature: _____ Date ___/___/___

Relationship to the student: _____

For College Use Only:

Authorising Signature: _____ Date ___/___/___

Staff Name: _____ EXEAT GRANTED YES NO

PERMISSION WILL NOT ALLOWED UNLESS THIS FORM HAS AN AUTHORISING SIGNATURE AND IS COMPLETED IN FULL