

## **ABSENCE FROM BOARDING AND TRAVEL POLICY**

Last reviewed:	September 2025
Next review due:	September 2026
Reviewed by:	Head of Boarding

### **1. Introduction**

This policy covers the procedures for requesting term-time absence from boarding houses and making travel arrangements at the start and end of term. It is written in line with UKVI guidelines and safeguarding guidance including the latest version of Keeping Children Safe in Education (KCSIE).

Procedures within the policy are relevant to all boarding students and must be followed by parents and guardians. There are separate sections relating to weekend/mid-week absence, start and end of term, and any special considerations for students aged under-16 and over-16.

This policy should be read in conjunction with the following policies available from the [website](#):

- Attendance and unauthorised absence policy
- Safeguarding and promoting the welfare of children

### **2. Weekend and mid-week absence**

A weekend/mid-week absence permissions request must be submitted whenever a student wants to leave Oxford. This includes attending university open days and any times when missing lessons for reasons other than illness.

For weekend permissions, requests and supporting documentation (listed below) must be submitted by Wednesday of the same week by 12 noon. In the event of an extended weekend, this deadline will be brought forward to Monday of the same week by 12 noon. All midweek absence permission requests need to be submitted a full 48 hours in advance, along with supporting documentation (this will typically be a copy of ID for the responsible adult with whom your child is staying – see below for more details). In extenuating circumstances, such as family emergencies, the student's primary contact is with the Head of Boarding if they require a weekend permission/absence request to be approved.

The school reserves the right to decline any weekend/absence permission which they deem to have not satisfied the relevant safeguarding, UKVI and behavioural checks.

UKVI regulations draw a clear distinction between Weekly boarding and Full-time boarding arrangements. These categories carry different visa compliance requirements. As such, if a student registered as a Full-time boarder regularly spends weekends away from school, this could be interpreted by UKVI as an attempt to circumvent the rules governing Weekly boarding. This would place both the student and the school at risk of breaching visa conditions. Given this, for UKVI sponsored students, a maximum of 4 weekend absences per half-term will be permitted. This is in line with UKVI requirements and to ensure that there are no issues around the VISA sponsorship of our students.

To safeguard our students at the beginning and end of each term, we also request end/beginning of term travel arrangements, these must be submitted 2 weeks prior to travel, further details are given below.

### 3. Weekend and absence permissions procedure

Parents requesting a weekend/absence permission must submit all the relevant details via Microsoft forms (this will be sent to parents form the school boarding team). These details should include:

- student phone number (if students are going outside of the UK, then they also need to include one which works outside the UK);
- the FULL postal address including postcode of the address where the student will be staying;
- the full name and phone number of the responsible adult (see below);
- a copy of the ID of the responsible adult if not previously submitted to school (such as passport or driving licence);
- if travelling abroad the flight details must be included (including copy of boarding pass).

**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, mobile number, email address and a scanned photo of an ID). This should be emailed to [travel@doverbroecks.com](mailto:travel@doverbroecks.com) as explained below.

The school will require a signed letter of undertaking from the responsible adult to confirm that they are comfortable taking on caring responsibilities for the student during the time they will be there. We will contact the responsible adult to arrange this. No weekend absence will be approved until this is in place. We may also speak to or meet the responsible adult before any exeat request is approved, as the school needs to complete relevant due diligence to be satisfied of the suitability of the person into whose care the student is temporarily transferred. If this person is deemed unsuitable, the school will contact the parent to inform them of this fact. The permissions will not be granted in such cases.

The permission request form must be completed by the student's parents unless the parents have officially delegated this responsibility to the student's guardian by completing the necessary documentation. In such cases, the guardian may also complete the exeat form.

Students aged under 16 who wish to leave Oxford must be collected and returned by a parent or responsible adult (see Section 5). The responsible adult will need to show photo ID, and this must also be emailed to [travel@doverbroecks.com](mailto:travel@doverbroecks.com) in advance of submittal. It is possible, in exceptional circumstances, for the school to arrange a couriered taxi only if the responsible adult cannot collect or return the student to the accommodation.

The Head of Boarding approves or declines weekend and mid-week permissions. Students will be informed if their permission has been declined. Reasons for declining may include, but are not restricted to, behavioural issues; poor attendance; the permission request and relevant documentation not being submitted on time; not having parental permission; not having been completed correctly; containing incorrect information; or if the school has any concerns regarding the safety of the student and their proposed time away from school. Appropriate action and sanctions will be taken if information on the permission request is found to be untruthful or deceiving.

It is extremely important for safety reasons that we know when the students are away from school, and where they are and who they are with when away, and it is a serious breach of the Safeguarding policy if these procedures are not followed.

Any weekend permissions that are declined will solely be to ensure the safety and security of the student in question, this policy is not designed to prevent weekend absences, it is to ensure the school's compliance with UK guidance and law in line with KCSIE and UKVI regulations.

#### 4. Beginning and end of term travel arrangements

Travel notification must be submitted by the student on Reach at least two weeks before the beginning and end of each term. This includes any half term break.

During school holidays, boarders must either stay with their parents or authorised guardian. Travel information on where the student will be staying for the holidays, how they will be travelling there and who they will be staying with is required two weeks before the student leaves school. It is required that students confirm they have reached their destination within 12 hours of arrival.

For return to school, all boarders must provide travel details, expected arrival date and time two weeks in advance. This must include flight information, means of travel to school and details of the accompanying responsible adult as outlined in the section above. If a student is staying in the UK in advance of leaving the UK/returning to school the details outlined in the Age-Related Overnight permission section below is also required.

#### 5. Age-related permissions

##### 5.1 Under 16 students

- **Day permission:** students must be picked up and dropped off from school or Boarding by the responsible adult or have a couriered taxi. Parental permission must be received with information about the responsible adult, and school staff will check the driver's photo ID, for safeguarding purposes.
- **Overnight permission:** students can either be picked up or dropped off from school by the responsible adult or an assisted taxi will be booked by either the student's parents or the school to take the student directly to the address and bring them back to the school. 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).

##### 5.2 16+ year-old students

- **Day permission:** students can travel on their own. Permission must still be requested for trips away from Oxford.
- **Overnight permission:** students can travel on their own. 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. This will be deleted once the information is acquired. The photo ID is not needed if the parents or guardian are taking responsibility of their son or daughter).

#### 6. FURTHER INFORMATION

For further information about any aspect of this policy please contact the Head of Boarding via [boarding@doverbroecks.com](mailto:boarding@doverbroecks.com)

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