

The table below shows how far in advance the trip should be entered on Evolve. This period is a minimum and trips can be entered on Evolve as soon as planning commences. The approval in principle and the support of the Head of Establishment should be sought much earlier than the times shown below.

In most cases, trips will be planned well in advance of the activity date. There will be occasions when an opportunity presents itself at short notice. However, those trips which require 6 weeks' notice to allow for OAE Team scrutiny are unlikely to be accommodated in a shorter period

Category	Authorisation Required	Parental Consent	Period before trip date for Evolve submission
Category 1 Excursions within the UK non-adventurous	Head of Establishment	Annual Parental Consent	2 weeks
Category 2 Excursions within the UK adventurous	Head of Establishment with scrutiny & advice from OAE team	Specific Parental Consent	6 weeks
Category 3 Excursions to Europe, USA or Canada non-adventurous	Head of Establishment	Specific Parental Consent	6 weeks
Category 4 Excursions to Europe, USA or Canada adventurous	Head of Establishment with scrutiny & advice from OAE team	Specific Parental Consent	6 weeks
Category 5 All Excursions to countries outwith Europe, USA or Canada. All exchange visits to any location	Head of Service	Specific Parental Consent	6 weeks