

Guardianship – Terms & Conditions

In accordance with the Children Act (1989), the Protection of Children Act (1999), and the Care Standards Act (2000), parents who do not reside in the UK are required to appoint a guardian to act on their behalf while their child is studying in the UK. This guardian ensures the student receives appropriate care and support at times when the school is not able to assume full parental responsibility—such as during illness, school holidays, or suspension/exclusion.

School Responsibility:

While a student is enrolled and attending school, the school holds legal responsibility for their welfare during term time and undertakes designated parental responsibilities. However, there are times when the school must be able to hand over these responsibilities—such as during holidays, illness, or disciplinary action—making the role of a guardian essential for maintaining continuous care and safeguarding.

Guardian Requirements:

A suitable guardian must:

- Be over 25 years of age.
- Permanently reside in the UK, within 120 minutes' travel (by car) from the school.
- Not be a full-time student or live in accommodation provided by another educational institution.
- Provide safe, secure, and appropriate accommodation.
- Be fluent in English and act as a primary contact.
- Be able to offer a stable environment that ensures the student's privacy and comfort.
- Provide a valid passport and proof of settled status if not a UK citizen.

Guardian Responsibilities:

An appointed guardian is expected to:

- Be available as a 24/7 point of contact for the student, parents, and school.
- Act **in loco parentis** during emergencies and other agreed situations.
- Provide pastoral and educational support, and liaise with the school regarding travel and accommodation during holidays and weekends.
- Make medical arrangements and provide consent for treatment or school activities in the absence of a parent.
- Attend school events and parent meetings where possible.
- Support the school in complying with UK Visa & Immigration regulations.



Students may not:

- Stay with full-time students (including university students).
- Rent or stay in accommodation (including flats, hotels, or private rentals) without their appointed guardian.

Guardianship Organisation Responsibilities:

Guardianship agencies must:

- Complete and return a Care Arrangements Form in conjunction with parents.
- If not AEGIS-accredited, provide detailed information about host family vetting, including names, addresses, and confirmation that all members over 16 have completed DBS checks and have settled status.
- Notify the school at least 48 hours in advance of any changes to the appointed host family.

Parent Responsibilities:

Parents are required to:

- Appoint a guardian who meets all outlined criteria.
- Submit a signed Care Arrangement Form and Parental Consent Letter.
- Provide written consent at least 72 hours in advance for any changes in guardianship, using a new Care Arrangement Form.
- Acknowledge that the school may reject guardianship arrangements that do not meet safeguarding or policy standards.

Declaration:

By entering into a guardianship arrangement, all parties agree to comply with these terms. The school retains the right to decline or terminate any guardianship arrangement that fails to meet policy expectations.

(For all signatories)

I confirm that I have read, fully understood, and agree to the points contained within the [insert school name] Guardianship Policy above.

(For Guardians and Agencies)

I understand that as a [insert school name] guardian, or a representative of a guardianship agency, I am required to comply with this Policy and understand that [insert school name] retains the right to terminate the guardianship arrangement at any time during the pupil's studies at [insert school name] if the Policy is not followed appropriately.

Signed (all parents legally responsible for the student)



SIGNATURE	PRINT NAME

Signed (Guardian/Guardianship Agency Representative)

SIGNATURE	PRINT NAME

This document was created on 15th April 2025 by R Wright, and is due for review on 15th April 2026.

