

Earlscliffe (Earlscliffe Ltd)

Policy: Guardianship and Lodgings Policy

Member of SLT responsible: Deputy Head (Pastoral & Boarding)

Date of review: July 2025

Date of next review: June 2026

Introduction

Earlscliffe welcomes students from all over the world and values their contribution to the life of the school.

Lodgings

Further to the National Minimum Standard (NMS) 23 applicable to all boarding schools, any lodgings accommodating pupils during term-time or holiday-time are to be arranged by the student's parents/carers/educational guardians themselves; the School does **not** arrange lodgings.

Where lodgings that constitute a Private Fostering Arrangement accommodating pupils during term-time or holiday-time are arranged by the student's parents/carers/educational guardians the School must be informed prior to a student's starting at the School and the School will alert the local authority to any such arrangements.

A private fostering arrangement is essentially one that is made privately (that is to say without the involvement of a local authority) for the care of a child under the age of 16 (under 18, if disabled) by someone other than a parent or close relative with the intention that it should last for 28 days or more. Private foster carers may be from the extended family, such as a cousin or great aunt. However, a person who is a relative under the Children Act 1989 i.e. a grandparent, brother, sister, uncle or aunt (whether of the full or half blood or by marriage) or step-parent will not be a private foster carer. A private foster carer may be a friend of the family, the parent of a friend of the child, or someone previously unknown to the child's family who is willing to privately foster a child. The period for which the child is cared for and accommodated by the private foster carer should be continuous, but that continuity is not broken by the occasional short break. Exemptions to this definition are set out in Schedule 8 to the Children Act 1989. 1.7

Guardianship

To ensure the best possible care for students, parents who are not permanently resident in the UK should appoint a guardian in the UK to act with their full authority.

From 29 May 2025 it will be a UKVI requirement to provide guardian details as part of any **child student visa** application process and this guidance forms the basis for all of Earlscliffe's guardian requirements..

Guardians should be appointed by the student's own family.

The School does not recommend guardians nor offer a guardianship service.

<https://aegisuk.net/> AEGIS, the Association for the Education & Guardianship of International Students, is the only independent, accrediting body in the UK for guardianship organisations and offers a robust, well-established inspection process. Parents can use the website area search tool and select 'Kent' to narrow down the options.

The Guardian

- The guardian has to be a British Citizen or have settled status in the UK.
- The guardian (and those living regularly with them) should be free of criminal convictions.
- The guardian should not be a full-time student and must be over the age of 25.
- The guardian must live in the UK and should not be required to travel regularly overseas.
- The guardian should live in their own private accommodation within 2 hours drive of school.
- The guardian should be able to correspond fluently; verbally and in writing with the School in English.

It is the responsibility of the parent to inform the school and UKVI if the guardianship arrangements change.

In the case of child student visa applicants the guardian shall be referred to as the '**Nominated Guardian**'.

The role of the Guardian

- To liaise with the school and act as a representative of a student's family.
- To encourage and support the student, safeguarding and promote the student's welfare.
- To help with the student's understanding of British culture and the development of their understanding of the English language.
- To act in loco parentis and to take responsibility for the welfare of the student during holiday-time.
- To provide accommodation for the student in the case of severe illness or emergency (e.g. suspension or expulsion).
- To act as necessary in granting permission for days/weekends out or emergency medical treatment.
- To authorise or make travel arrangements as required and inform the School in advance of the times of departure and arrival, and any accommodation arrangements in the UK.
- If a student needs to book a flight for departure or arrival outside of the advised guidelines,

the guardian should take responsibility for escorting the student and accommodating them accordingly.

- Provide a point of contact for discussion of matters concerning general welfare or academic progress of the student.
- To attend parents' meetings (and report back to parents abroad afterwards), and monitor the academic and social development of the students in their care.
- The guardian will also be someone with whom the student can get in touch at any time, whether to talk about a problem that may have arisen or just a friendly point of contact outside of the school.
- The guardian should always respect the rights, religion and culture of the student.

By default the Guardian will be appointed to carry out the following roles:

- Receive general correspondence
- Have access to parent portal
- Receive School Reports
- Attend parents' meetings - online or face-to-face as required

Required documents for Guardians

Parents should provide the following information for their Guardian:

- Name
- Address
- Photo ID
- Relationship to student

In addition Nominated Guardians should provide:

Individual Nominated Guardian

- Passport
- eVisa share code if not a British Citizen
- Completed and signed Nominated Guardian Consent Letter (provided by School or College)

Educational Guardianship Company

- Passport of named person
- eVisa share code of named person if not a British Citizen
- Completed and signed Consent Letter – This can be provided by the school or college, or by the educational guardianship company