



GUARDIANSHIP POLICY AND AGREEMENT

Reviewed by Paula Southam & Liz Emerton

Date: September 2023

Next review: September 2024

Introduction

All international students are required to have an Education Guardian whilst residing at Princess Beatrice House. Guardianship provides another means of support for an international student whilst they are in the UK and allows them to have another adult outside of the boarding house who they can turn to for assistance or advice, and who will provide accommodation when the boarding house is closed and it may be impractical to travel home.

The selection of an appropriate Education Guardian must be done by the parents, and they must fully satisfy themselves as to the suitability of their chosen guardian. Kensington Park School may be able to provide details of agencies who have acted as guardians to students from the boarding house in the past, but we may not recommend any specific agency.

Before bringing your child to Princess Beatrice House the following steps must be completed. Without this your child will not be allowed to take their place in Princess Beatrice House.

- The parent should read the below information and return the Guardianship Agreement – Parent Form to admissions
- The guardian should read the below information and return the KPS Guardianship Agreement – Guardian Form to admissions.
- The guardian should contact the Head of Boarding to arrange a brief meeting/skype call/telephone call at least one week before term begins.

Guardian Requirements

- They must be a nominated friend of the family, another family member, or be employed by a professional Guardianship Agency.
- They must be over 25 years of age and should not be a full-time student.
- They should have a permanent or semi-permanent place of residence in the UK and must live within one hour travelling distance from the boarding house or school.
- They should be English speaking and able to provide a point of contact for the boarding house at all times.
- They must, in the parents' absence, liaise with the boarding

house over school holiday and exeat arrangements including details of travel arrangements. Ideally this will be done by email.

- They must provide accurate contact information (including telephone/ mobile, email and full address contact details) to the Admissions team and regularly update this information as necessary.
- A Guardian must provide safe and suitable accommodation and appropriate care and supervision for the student during periods when they cannot be accommodated at the boarding house (including periods of long-term illness or where disciplinary measures require the student to reside away from the boarding house). Regardless of the child's age, we do not consider unsupervised stays in hotels, bed and breakfast accommodation or University Halls of Residence to provide an adequate level of accommodation or care.
- If Guardians are going to be away from their UK home, for however short a time, they must notify the Head of Boarding. They must give full contact details for the period of absence and the name and address of a responsible person in the UK, fully authorised by the parents to act on their behalf.
- Guardians (and, where possible, parents) are expected to meet with the Head of Boarding in advance of the pupil beginning their studies with Kensington Park School. They are encouraged to maintain regular contact with their charge and are warmly welcomed to visit the boarding house by appointment.
- Guardians should be familiar with the boarding house rules, regulations and policies and to support KPS's aims and values.
- Guardians must ensure that legal documents such as visas and registration documents are kept up-to-date and renewed/ updated when necessary.
- A change of Guardian must be communicated promptly to the Head of Boarding in writing, providing all necessary details in order to facilitate continuous care.
- Where the pupil is studying with Kensington Park School on a Tier 4 Visa, and the guardian is facilitating travel arrangements to and from the UK, and collecting the child on arrival in the UK, they must immediately contact both parents and the boarding house in the event that the pupil does not reach them at the specified time,

whether that be arrival at an airport or at their home.

Authorisations

Parents must grant the authority to the Education Guardian such that:

- They may attend the boarding premises in case of emergency and if deemed necessary by Kensington Park (provided that the Education Guardian informs the Parent(s) immediately)
- They may make all necessary travel arrangements including delivering and collecting the child to and from the appropriate airport or railway station and delivering and collecting them to and from the boarding house at the beginning and end of term
- They may grant consent for the child to stay away from the boarding house overnight.
- They may be granted the responsibility, together with the parent, for ascertaining the whereabouts of the child should they not return to the boarding house when expected.
- They may collect and accommodate the child in their home/ arrange the safe accommodation of the child in the event that the child is too ill to remain in the boarding house.
- They may collect and accommodate the child in their home/ arrange the safe accommodation of the child in the event that the child is excluded for non-payment of fees or suspended for disciplinary or other reasons.
- They may collect and accommodate the child in their home/ arrange the safe accommodation of the child at half-term and during holidays and at the beginning and end of term if required.
- They may arrange and, if appropriate, attend medical appointments for the child.
- They may provide consent for the child to receive emergency medical treatment in the event that it proves not possible to contact parents in the appropriate time (and school staff are not able to do so in accordance with School Policy).
- They may if necessary liaise with the Head of Boarding, or other boarding staff members, in connection with matters related to health, welfare and educational progress of the child

Private Foster Care Arrangements

The following applies to any pupil under the age of 16 (or under the age of 18 if disabled):

- Any Education Guardian who is not a close relative of the pupil (defined as: brother, sister, aunt, uncle, grandparent or step parent) and with whom a pupil will be staying for a period of 28 days or more while they are a pupil at the School (for example during a long holiday between terms) is considered by the state to be providing a Private Foster Care Arrangement. Anyone providing a Private Foster Care Arrangement must inform and receive in advance all necessary approvals from the local authority of the borough in which they reside. Failure to do so without reasonable cause is an offence under the Children's Act 2004.
- Kensington Park School must inform the local authority of any Private Foster Care Arrangement where that arrangement has been made, or appears to have been made, without all necessary approvals having been properly obtained in advance from the local authority. The Head of Boarding will therefore require evidence of approvals from any Education Guardian who will be providing accommodation to any pupil in a Private Foster Care Arrangement.

Appointing an Educational Guardian

- Where international students need to apply for a student visa in order to study in the UK, the required CAS (Confirmation of Acceptance to Study) number will not be issued until KPS is satisfied that appropriate Guardian arrangements are in place. Your child will not be permitted to begin studying with Kensington Park School unless appropriate Educational Guardian arrangements are in place, and the appointed Guardian has made appropriate contact with the boarding house.
- Additional information can be found via AEGIS (The Association for The Education and Guardianship of International Students) an organisation that inspects and accredits guardianship providers in the UK and works to promote the welfare of international students. Please see their website for further details:
www.aegisuk.net

Appendix 1

These forms can be found on Firefly under the boarding section.

Kensington Park School Education School Guardianship Agreement – Parent

This form should be completed and signed by the parents and returned, together with the Education Guardian Agreement at Appendix 2, to Admissions.

Name of Student:	
Date of Birth:	

If using a Guardianship agency, please provide details below:

Agency Name:	
Telephone Number:	
Email Address:	

OR – if using a Guardian who is a personal contact, please provide details below:

Name	
Address:	
Telephone Number:	
Email Address:	
Relationship to student:	

I hereby authorise the person or agency named above to accept and exercise responsibility for my child as outlined by the terms of the Kensington Park School Guardianship Policy and should it not prove possible to contact me, to take any necessary decisions required by the boarding house, should the need arise, while he/she is resident there.

Signature of Parent:

Date:

I confirm that the guardianship provided to the pupil (tick as appropriate):

- ☐ Will not at any time constitute a Private Foster Care Arrangement as defined in section 4 above (for instance, if the child is aged 16 or over).

OR

- ☐ Will/may constitute a Private Foster Care Arrangement as defined in section 4 above. I have sought and received all necessary approvals from the Local Authority and will provide evidence of Local Authority approval to the School.

Signature of Parent:

Date:

Appendix 2

Kensington Park School Guardianship Agreement Education Guardian

Name of Student:	
Date of Birth:	

Name	
Address:	
Telephone Number:	
Email Address:	

I, the person or agency nominated above, agree to accept responsibility for the named child on the terms outlined in the Kensington Park School Guardianship Policy above, and confirm that I shall be available to be contacted in an emergency, or when it is necessary for accommodation to be provided (e.g. at half-terms or in an emergency). I will attend events at Kensington Park School Education as requested, and liaise with the Head of Boarding when requested in advance of the pupil's commencement at Kensington Park School.

Signature of Guardian:
(agency or personal contact)

Date:

I, the person or agency nominated above, confirm that the guardianship provided to the pupil (tick as appropriate)

☐ Will not at any time constitute a Private Foster Care Arrangement as defined in section 4 above (for instance, if the child is aged 16 or over).

OR

☐ Will/may constitute a Private Foster Care Arrangement as defined in section 4 above. I have sought and received all necessary approvals from the Local Authority and will provide evidence of Local Authority approval to the School.

Signature of Guardian:
(agency or personal contact)

Date: