



# Boarding Guardianship Policy

This policy is reviewed by the Head of Sixth Form, Head of Senior School and the Head of Boarding

Most recently reviewed by: R. Martin, R. Maione

Date: April 2025

Next review: April 2026

## Introduction

This Policy considers the Children's Act (1989), the Protection of Children Act (1999), the Care Standards Act (2000) and Boarding School: National Minimum Standards 2022.

Every Kensington Park School boarder, whose Parents (or Legal Guardians) are resident outside of the United Kingdom, must have a nominated Educational Guardian. This is standard practice in British Boarding Schools.

*A Legal Guardian* is defined as the person with legal authority to make decisions on behalf of a child. This policy pertains to the appointment (and defining the role of) an *Educational Guardian*.

## Role of an Educational Guardian for a KPS Boarder

Educational Guardians are authorised by parents (see Authorisations) to provide another means of support for our international boarding students while they are in the UK, outside of the parentally delegated legal responsibilities that Boarding Staff have. Educational Guardians act as someone who students can turn to for assistance or advice, and who will provide accommodation when a boarder cannot reside in boarding. These reasons are not exhaustive but include holiday closure periods, sickness, suspension, emergency closure and critical incidents. Educational Guardians may be required to assist students in parental decision making, pertaining to emergency/dental care and matters of a disciplinary nature. Regardless of the student'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.

### Educational Guardians are expected to:

- always be contactable by KPS staff;
- set up an account with Reach student management platform; in the parents' absence, provide and/or endorse student leave requests (for holiday and weekend exeats\*), including details of transfer and travel arrangements, via Reach;
- provide safe emergency accommodation when required;
- not be involved in regular travel out of London, and notify the Head of Boarding if away from their UK home for over 24hrs (and parents must communicate

alternative temporary arrangements in place for the duration of this period to boarding staff));

- meet with the Head of Boarding in advance of the student beginning their studies at Kensington Park School, and encouraged to maintain regular contact;
- be familiar with the Boarding House rules, expectations and policies and should be willing to support our aims and values;
- ensure that legal documents such as visas and registration documents are kept up-to-date and renewed/updated when necessary;

\*Where the pupil is studying with Kensington Park School on a sponsored visa, and the Educational 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.

## **Educational Guardian Requirements**

Educational Guardians must be accredited or certified by the Association for the Education and Guardianship of International Students (AEGIS) or the Boarding Schools' Association (BSA). The only exception to this is if the Educational Guardian is a close relative. This policy defines a "Close relative" to be brother, sister, aunt / uncle (sister or brother of a parent), grandparent or step-parent.

Whether the Educational Guardian is from an accredited agency or a close relative, in all instances they must meet additional criteria. They must:

- hold British Citizenship or be in the UK on settlement status (permanent residency);
- be English speaking;
- be aged 25+ and not a full-time student;
- reside at a permanent, non-commercial address within residence 1 hour travelling distance from the Boarding House or School; and the address must not be student accommodation and all individuals (including the Educational Guardian) regularly living at the address must not have criminal records in the UK or overseas. Further information on this can be found on the 'Appendix Child Student' document issued by the Home Office and relevant 'Statement of Changes' chrome-extension://efaidnbnmnnibpcajpcglclefindmkaj/[https://assets.publishing.service.gov.uk/media/67d15dd3a6d78876a3fb09fb/E03305284 - HC 733 - Immigration Rules Changes Web Accessible .pdf](https://assets.publishing.service.gov.uk/media/67d15dd3a6d78876a3fb09fb/E03305284_-_HC_733_-_Immigration_Rules_Changes_Web_Accessible_.pdf)

Proof of the above will be obtained, see section 'Documents and Information Required for Educational Guardianship Approval'.

## **Appointment of Educational Guardians**

Parents are responsible for appointing Educational Guardians that meet the requirements as outlined in the Policy. The school is prepared to act if the Educational Guardian does not meet our expectations, see “Failure to Appoint an Educational Guardian”. The Head of Boarding or Admissions Team may be able to offer impartial advice on the selection and role of an Educational Guardian.

The selection of an appropriate Educational Guardian must be completed by the student’s parents, and they must fully satisfy themselves and this policy as to the suitability of their Educational Guardian.

Where international students need to apply for a student visa in order to study in the UK, the required Confirmation of Acceptance to Study (CAS) number will not be issued until KPS is satisfied that appropriate Educational 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 Educational Guardian has made appropriate contact with the Head of Boarding.

### **Failure to Appoint an Educational Guardian**

In the event of a boarder without an Educational Guardian arranged by the family, or the Educational Guardian deemed unsuitable by Kensington Park School, the School will invite parents to find a new Educational Guardian within 2 weeks. Should parents fail to do so within this period, KPS may appoint an AEGIS accredited, BSA certified Educational Guardian on the parents’ behalf and pass on the associated costs.

### **Documents and Information Required for Educational Guardianship Approval:**

- Valid Passport;
- Valid DBS certificate;
- Share code to access eVisa to verify settled status (if applicable);
- Proof of address from the last 3 months;
- Letter of undertaking containing the information required in the ‘Appendix Child Student’ document and relevant ‘Statement of Changes’; and
- Proof of relationship (applicable to close relatives)

Parents and intended Educational Guardian should read this policy in full and return the ‘Educational Guardianship Consent and Agreement’ to the KPS Admissions Team, signed by hand. The Educational Guardian should also contact the Head of Boarding to arrange a brief meeting in person during the student’s first term.

**A change of Guardian** must be communicated promptly to the Head of Boarding in

writing by parents, providing all necessary details and completed paperwork in order to facilitate continuous care. KPS reserves the right to conduct regular and spot checks on the guardianship arrangement, failure of reporting a change of Guardian may result in breach of Kensington Park's terms and conditions.

## Authorisations

Parents must grant the authority to the Educational Guardian such that they may attend the Boarding House in case of emergency and, if deemed necessary by Kensington Park School (provided that the Educational Guardian informs the Parent(s) immediately);

- they may make all necessary travel arrangements including delivering and collecting the student to and from the appropriate airport or railway station, and delivering them to or collecting them from the Boarding House at the beginning and end of term;
- they may grant consent for the student to stay away from the Boarding House overnight;
- they may be granted the responsibility, together with the parent, for ascertaining the whereabouts of the student should they not return to the boarding house when expected;
- they may collect and accommodate the student in their home/ arrange the safe accommodation of the student in the event that the student is too ill to remain in the Boarding House;
- they may collect and accommodate the student in their home or arrange the safe accommodation of the student in the event that the student is excluded for non-payment of fees or suspended for disciplinary or other reasons;
- they may collect and accommodate the student in their home or arrange the safe accommodation of the student 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 student;
- they may provide consent for the student to receive emergency medical treatment in the event that it proves impossible 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 or the school staff, in connection with matters related to health, welfare and educational progress of the student; and
- they may attend Parents Evenings and other school or boarding events if parents are unable to attend in person or remotely, or should parents require support in the event of language barrier.

## Private Foster Care Arrangements

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

- Any Educational Guardian who is not a close relative (defined as: brother, sister, aunt, uncle, grandparent or step parent) of the student, and with whom a student will be staying for a period of 28 days or more while they are a student 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; and
- 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.

## Independent Living Request

If students aged 16 or over decide to leave the Boarding House subject to the satisfaction of the Notice Requirements stated in KPS' Terms and Conditions Section 5, they must also complete an Independent Living Request Form with details of their new address. The Head of Sixth Form or the Head of Senior School must also meet the guardian in person the new arrangements are formally approved.



**Kensington Park School**  
**Parental Consent to Guardianship & Agreement**

Parents are required to submit the information and signatures below for School's approval **before**  
 CAS is issued (if applicable)

Student Details	
Student Full Name:	
Date of Birth:	

Parents Details	
Parent 1 Full Name:	
Relationship to Student:	
Contact Number:	
Parent 2 Full Name:	
Relationship to Student:	
Contact Number:	

Educational Guardian Details	
Guardianship Company:	
Registration/License Number:	
Contact Person Full Name:	
Contact Person Email:	
Contact Person Mobile Number:	
Address in the UK:	
Relationship to Student (applicable to close relatives only)	

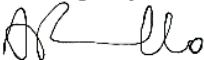
Parental Consent and Educational Guardianship Agreement	
<input type="checkbox"/>	Parents: I hereby provide consent for the above Educational Guardian to accept and exercise responsibility for my child as outlined by the terms of the Kensington Park School Educational Guardianship Policy. Should it not prove possible to contact me, to take any necessary decisions requested by the KPS boarding and school staff, should the need arise, while he/she is a resident at the School.
<input type="checkbox"/>	Guardian: I hereby agree to the above policy and parental consent
The Educational Guardian and the Parents confirm that the Educational Guardianship provided to the	

student (please tick as appropriate):

☐ Will not at any time constitute a Private Foster Care Arrangement (for instance, if the pupil is aged 16 or over)

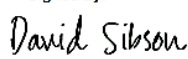
The below must be signed by hand	
Parent 1 Signature:	Date:
Parent 2 Signature:	Date:
Educational Guardian's Signature:	Date:
Educational Guardianship Company Stamp (if applicable)	

Headmaster

DocuSigned by:  
  
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16 May 2025

KPS Advisory  
Board Member

Signed by:  
  
7F3EBEB9A7C6488...

14 May 2025