



TALBOT HEATH GUARDIANSHIP POLICY

Please complete the forms found at the end of this document

Date adopted: 24th September 2024

Date for next adoption: Autumn Term 2025

Reviewed by: FGB Committee

Talbot Heath School welcomes pupils from all over the world as they bring diversity and enrichment to our school. Talbot Heath School pastoral staff provide vital support to international pupils, aiding integration and helping them get the most out of their time in the UK. Educational guardians provide extra support to the pupils, ensuring their welfare in and out of school grounds. The educational guardian acts as the overseas parents' representative in the UK and is independent of the school.

Aims of the Guardianship Policy

- To ensure that Talbot Heath School meets its Student Visa responsibilities e.g. ensuring that suitable care arrangements are in place for our international boarders.
- To ensure that a reliable educational guardian is appointed.
- To explain to parents and educational guardians Talbot Heath School's expectations regarding educational guardianship, including the responsibilities expected of an educational guardian.
- To ensure that parents understand that Talbot Heath School has the right to reject the arrangements planned for a young person beyond the school's jurisdiction if they deem it unacceptable or inappropriate. The parents would then be expected to seek alternative arrangements deemed acceptable by the school. The school would be under no obligation to provide a place or continued place at the school if no arrangements deemed acceptable by the school can be put in place. Unsupervised hotels, B & B, hostel or rental accommodation are not considered acceptable by Talbot Heath School.
- To ensure parents and educational guardians understand the level and type of communication expected by the school.
- To provide the basis of a guardianship agreement for the educational guardian and one or both parents to sign (subject to custody arrangements).

Educational Guardian

- It is the overseas parents' responsibility to appoint an educational guardian for their child. Talbot Heath School will not arrange or recommend a guardian although the Association for the Education and Guardianship of International Students (AEGIS) provides a list of accredited agencies and guardians. (www.aegisuk.net).
- An educational guardian must be organised, with full contact details sent to the school, before the CAS (Confirmation of Acceptance to Study) is issued.
- Talbot Heath School reserves the right to reject the educational guardian if they do not meet the requirements outlined in this policy and if they do not meet the Home office requirements.
- Talbot Heath School suggests that a contract is in place between the parent(s) and the educational guardian.

Educational Guardian requirements

- The educational guardian should be a responsible adult who will be able to support the child in day to day circumstances as well as in emergencies.
- If the child requires a visa under Student Visa, the intended educational guardian in the UK must meet the requirements set up by the Home Office.

- The educational guardian should be able to provide emotional support, academic guidance and if applicable, religious guidance to the pupil.
- Parents may appoint a close friend or family member as long as they meet the Talbot Heath educational guardian expectations. Alternatively, they could appoint an Association for the Education and Guardianship of International Students (AEGIS) accredited guardian (www.aegisuk.net).
- The educational guardian should have UK residency.
- The educational guardian should be at least 25 years old. This is to ensure the pupil has a safe environment when staying with them and the educational guardian has maturity which will enable them to provide emotional support, academic guidance and if applicable, religious guidance to the pupil.
- There is no upper age limit although the educational guardian must be fit and healthy so that they are able to support the pupil.
- The educational guardian should not be a school or university student.
- The educational guardian should be English speaking so that communication between Talbot Heath School and the educational guardian can easily occur and both parties can understand each other clearly.
- The educational guardian should live within 1.5 hours drive from Talbot Heath School (postcode: BH4 9NJ) which will allow them to come to school in a reasonable time if there is an emergency, for example illness.
- The educational guardian must be available 24 hours a day in case of emergency.
- The educational guardian must provide their full contact details to the school and agree to keep the school informed of any changes immediately.
- In the event that the educational guardian is out of the UK or unavailable for any period of time, an alternative UK contact must be arranged by the parents of the international pupil together with the educational guardian. The parents must send in written permission to the school (an email will suffice) with the full contact details of the stand in guardian.
- A change in an educational guardian must be communicated to the school as soon as possible in writing.
- The educational guardian must uphold the ethos and values of Talbot Heath School at all times.
- It is suggested that the educational guardian undertakes safeguarding training to make sure they are fully aware of potential safeguarding risks.

Role of the educational guardian

- The educational guardian acts on behalf of the parents of the international pupil.
- The educational guardian will assume delegated parental responsibility for a child in their care.
- The educational guardian should liaise with the international pupil's parents about travel plans and accommodation for the pupil during school holidays. Parental approval / permission must be sought by the educational guardian and sent to school. St Mary's Boarding house is closed in the school holidays, from the last day of term until the INSET days preceding the start of a new term or the day before the start of a new half term (usually a Sunday).
- The educational guardian should ensure that flights are booked at times which do not mean the pupil arrives late at the start of a term or leaves early at the end of the term. Talbot Heath School, as part of its Student Visa sponsor licence conditions must report all unauthorized absences to the United Kingdom Visas and Immigration / Home Office (UKVI).
- The educational guardian should take responsibility for the welfare of the pupil during school holidays if the boarder does not return home
- The educational guardian should accompany or make arrangements for the pupil's transport to and from the airport at the start and end of the school holiday. This could involve liaising with the Talbot Heath Boarding staff and transport co-ordinator.

- The educational guardian is responsible for ensuring that arranged homestay accommodation is safe, appropriately supervised and of a good standard with nutritious meals, suitable studying and living accommodation.
- The educational guardian should then keep the school informed of all travel and accommodation arrangements in writing (email is acceptable) with at least one week's notice so that the school can make sure it is acceptable to them. These records will be kept on the pupil's file so that Talbot Heath School is compliant and meets the conditions of its Student Visa sponsor licence.
- The educational guardian should endeavour to attend parents' evenings and any school events the pupil is involved in e.g. a music concert or a drama production.
- The educational guardian should, if necessary, grant permission or seek permission from parents for days out at the weekend or for emergency medical treatment.
- The educational guardian should keep in regular contact with Talbot Heath Boarding staff via email or telephone at least once per half term. They are welcome to visit the school by appointment in order to stay in contact with the pupil and the staff caring for them.
- The educational guardian should provide emotional support, academic guidance and if applicable, religious guidance to the pupil.
- The educational guardian is expected to respect and support the rights, religion and customs of the international student.
- The educational guardian must ensure that all legal documents e.g. passport, visa are valid and they should arrange renewal when necessary.
- The educational guardian should provide evidence of approvals from the Local Authority if the pupil is in private foster care and these will be kept on the pupil's file. Private foster care is an arrangement when someone, other than a close relative, provides care and accommodation for a child for 28 days or more. The Local Authority must be told about this arrangement six weeks before the start of an arrangement or within 48 hours if it is an emergency.
(www.privatefostering.org.uk)

Related Policies, documents and general guidance

This document should be read in conjunction with the following policies, procedures and guidance:

- Boarding Principles and practice
- Safeguarding Policy
- Student Visa Policy

<https://www.gov.uk/browse/visas-immigration/student-visas>

This form is to be completed by parents and returned to the Admissions Manager before the CAS can be issued. Where a CAS is not required the form should be completed and returned before they are enrolled.

Parental Nomination of Educational Guardian

Full Name of Pupil:

Name and Address of Guardian (block capitals):

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Tel. (Home) **(Mobile)** **Email**

The above-named person/agency is authorised by me to undertake the following responsibilities for my daughter throughout the time that she is attending Talbot Heath School, or until I authorise that the situation has changed:

- To provide a point of contact on a daily basis throughout the School term and be ready to accommodate my daughter in case of an emergency or crisis or in the unfortunate event of her being suspended from School.
- To collect and deliver pupils to and from airports at half terms, beginnings and ends of term.
- To collect and/or arrange the collection of my daughter from School for the half term holidays/ longer holidays and to provide an appropriate degree of care and supervision during that time.
- To make suitable alternative arrangements, if unable to accommodate my daughter. These arrangements must be approved in advance by the Head to ensure that they comply with our safeguarding requirements.
- To be involved in each and every arrangement for my daughter when residing away from school, for example when visiting the family of another pupil or friend.
- To communicate all such travel details in writing with the Boarding Housemistress and to provide all necessary details prior to my daughter leaving school for longer holidays.
- To be ready to attend important parents' meetings or other important meetings at the School on my behalf.
- To communicate with the Boarding Housemistress on a regular basis regarding the welfare of my daughter.
 - **I/We** confirm that the above-named person is over 25 years of age, is resident in the UK and is English speaking. This person is not a full-time student living in accommodation provided by another educational institution.
 - **I/We** also undertake to notify the School in writing of any change of guardian or of guardianship agency and to provide contact details of the new guardian or agency.

I/We accept the School's terms and conditions regarding the appointment of a guardian for my child.

Name **Signature(s) (1)****(Parent)**

Date **(2)** **(Parent)**

This form is to be completed by parents and returned to the Admissions Manager before the CAS can be issued. The ORIGINAL form to be held by the student and a COPY to be given to the school.

Student Visa Letter of Consent

Letter of consent for (Insert child name):

Date of Birth: Nationality:

Passport No: Date of Issue:

I am/We are the parent(s)/ legal guardian* of (Insert child name):

.....

[I/We] have sole and legal custody of this child.

[I/We] give consent for this application for a (Child) Student visa.

[I/We] give consent to the arrangements made for our child’s travel to the UK and for her reception in the UK. [I/We] understand that biometric information may be taken by UK Visas and Immigration and we agree to this without a responsible adult being present.

[I/We] confirm that our child has been accepted to study at Talbot Heath School, Rothesay Road, Bournemouth, BH4 9NJ and [I/we] give our consent for her to study there. Talbot Heath School is licensed as a Sponsor of (Child) students under the Points Based System.

The School's sponsor number is: **VYHJVMG1**.

[I/We] give consent for the care and living arrangements which have been made for our child in the UK which [I/we] confirm are suitable. He/she will reside at the school as a boarding student.

The name, address and phone number of the Education Guardian, who we confirm is suitable to care for and be responsible for [my/our] child when she is not in the care of the School, is:

Name:

Address:

.....

Phone number: Continued...

[I/We] confirm that [I/we] will provide the School with a copy of this letter and will inform the School if any of the details change. We confirm we will inform the School of [my/our] child's contact and care details in the UK and will keep these details updated.

Notes:

Where there are two legal guardians, both must sign below.

Please note that Legal Guardian does not refer to the Education Guardian.

Parent / Legal Guardian One

Name:

(Print)

Signed:

Address:.....

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Parent / Legal Guardian Two

Name:

(Print)

Signed:

Address:.....

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STUDENT VISA Agreement

This form is to be completed by parents and returned to the Admissions Manager before the CAS can be issued.

Check List for Parents

Name of Student Date of birth

Applying for entry into Year in(mm/yy)

Please tick to confirm:

- I/We have read and understood the Student Visa Policy.
- I/We have read the Educational Guardian Policy and confirm that I/we will provide details of my/our daughter's guardian in order to support our CAS application.
- I/We confirm that my/our daughter does not have a criminal record.
- Has the student had a visa refused before? YES/NO If yes, please attach details.
- Has the student ever over-stayed in the UK? YES/NO If yes, please attach details.
- I/We confirm that my/our daughter's passport does not expire within six months of the visa application.
- I/We confirm that we will pay the £1,600 deposit in advance of the CAS application.
- I/We confirm that the first term's School fees will be paid in advance.
- I/We confirm that we have provided a copy of my/our daughter's birth certificate.
- I/We confirm that we have provided a signed letter of consent, if applicable.

Parent Signature Dated

Parent Signature..... Dated.....