



Guardianship Guidelines for International Students

For International Pupils
Updated June 2025
Next review due June 2027

Guardianship for International Pupils

It is a legal requirement for international boarding students to have an educational guardian when living in the UK. Parents who do not reside in the UK, or who may be abroad for a prolonged period on business or holiday, with children in British boarding schools, are required to appoint an educational guardian. This person must respond to the needs of both the child and the School and, in the case of sponsored students, UKVI Home Office requirements.

Choosing an Educational Guardian

For sponsored pupils on Child Student or Student Visas, details of the guardian must be provided before a CAS can be issued. For non-sponsored pupils, guardian details must be provided before the pupil's first day at School. Parents must notify the School of any changes as soon as possible.

The School strongly recommends appointing an accredited guardian through an AEGIS or BSA accredited guardianship organisation. Where a relative or family friend is appointed instead, additional information and safeguarding checks may be required in accordance with the Guardianship Policy.

Guardians may be required to support pupils at short notice, including illness, disciplinary matters, delayed flights or cancelled travel arrangements.

If suitable guardianship arrangements are not in place during an emergency, the School reserves the right to appoint an accredited guardian at the parents' expense or send the pupil home.

A Suitable Educational Guardian Must:

- Be a British citizen or have a non-time-limited right to live in the UK (e.g. Settled Status or Indefinite Leave to Remain).

- Be over 25 years of age and not in full-time education.

- Speak sufficient English to communicate with the School.

- Be authorised to act on behalf of the parents.

- Live at a permanent or semi-permanent UK address within two hours of the School.

Provide suitable accommodation (not university accommodation).

Take responsibility for the pupil outside term time or during illness or disciplinary matters.

Be available during term time and emergencies.

Arrange transport to and from School if required.

Receive reports and communications from the School if requested.

Provide accurate and up-to-date contact details.

Further responsibilities are set out in the School's Guardianship Policy, including holiday accommodation, emergency support, medical authorisation and travel arrangements.

Non-Accredited Guardians

If parents appoint a non-accredited guardian, the School will retain the following documents and may require a written declaration confirming that no adult living at the guardian's address has safeguarding concerns or relevant criminal convictions.

Letter of undertaking (School template available).

Valid photo ID (passport or driving licence).

Proof of address dated within the last three months.

Proof of right to live in the UK where applicable (non-time-limited status).

The School may arrange a virtual or in-person meeting with the guardian to verify identity, documentation and safeguarding expectations.

Please note that members of School staff are not permitted to act as guardians for pupils.

For further assistance, please contact the Admissions Office.