



Guardianship Agreement – Letter of Undertaking Guardianship Agency

For details of how we use your data, please refer to our privacy notice on our website.

This agreement forms part of the admissions documentation. All overseas students at Sidcot School, or students whose parents spend significant periods of time overseas, must have an **educational guardian** for the whole time that they are enrolled at Sidcot School, to support parents if they are unable to complete their responsibilities in a timely manner or in case of emergency. This agreement must be completed to the School's satisfaction by those with parental responsibility and by the individual guardians or the guardianship agency, then returned to the Head of Admissions before a student starts their education at Sidcot.

A guardian must be appointed by parents before the student arrives in the United Kingdom and reside within a reasonable distance of the School. This is to ensure that in case of emergency, a child can be properly supported.

The choice of guardian is the responsibility of the parent and the School accepts no legal responsibility for any guardianship arrangements. However, School and the UKVI (UK Visa and Immigration Office) do expect the guardianship arrangements to be satisfactory and to meet the expectations outlined in this document. We would therefore be happy to discuss this with parents or their agent representatives to mutual satisfaction.

In cases where there is no family friend or relative to adopt the role of guardian living within a reasonable distance of the School, the School requires a reputable guardianship organisation to be appointed.

Sidcot School is a member of AEGIS which is a national body for monitoring and regulating the welfare of international students and provides accreditation of guardianship organisations in line with the National Minimum Standards for Boarding and guidance from Ofsted. This means that all AEGIS accredited guardianship organizations have passed a full inspection of their care of students and their business practices, so you can be sure your child will be in safe hands. You will find a list of accredited Guardianship companies on their website.

Contact details for AEGIS are as follows:

The Wheelhouse,
Bond's Mill Estate, Bristol Road
Stonehouse,
Gloucestershire.
GL10 3RF.

01453 821293

info@aegisuk.net

www.aegisuk.net

This agreement/letter of undertaking and the guardians' details will be shared with the UKVI if the student is applying for a Child Student visa. It will be uploaded as one of the supporting documents. Please ensure all details are filled in clearly.



Student details:

Full name as on passport / birth certificate.....

Known as..... Date of Birth.....

Living arrangements Full boarding

Passport number.....

Professional guardianship agency details: (If you need to appoint a professional guardian, please complete details below)

Guardianship agency.....

Date of when the agency was established.....

Registered office address

Is the guardianship agency member of AEGIS BSA

Details of proposed Guardianship agency representative

Title.....First name..... Last name.....

Date of Birth

Immigration status in the UK: UK/Irish Passport EU settled/pre-settled status ILR

Please provide

- a copy of the guardianship representative passport
- EU settlement / ILR share code as proof of their immigration status in the UK, if they don't hold UK or Irish passport. The guardianship representative must not reside in the UK on work, student, tourist or any other non-permanent visa.

Representative's address:

.....

Mileage to Sidcot (from guardianship agency's representative's home).....

Mobile..... Home Telephone

Work Telephone..... Email.....

Has the agency representative ever received a custodial sentence of 12 months or more in the UK or abroad? (i.e. spent time in prison or another detention facility) Yes No



To be completed by parents / legal guardians / those with parental responsibility

I/We confirm that we have appointed as guardianship agency to fulfil the duties listed at the end of this document. We authorize the above-named guardian to take full responsibility for our child’s welfare and accommodation while in the UK, including emergency decision making. In addition, we confirm that the guardian:

- Is over 25 years of age.
- Resides within a reasonable distance of the School.
- Is not a student living in accommodation provided by another educational institution.
- Has suitable accommodation available for the student, and it is a private, non-commercial residence.
- Doesn’t spend prolonged periods of time outside of the UK

I/we will advise the school of any change to the appointed guardian’s circumstances or if the guardian is unavailable, in which case I/we will make alternative arrangements and inform school as soon as possible.

Parent/Legal guardian 1
Signature.....

Parent/Legal Guardian 2
Signature.....

Name.....

Name.....

Relationship to student

Relationship to student.....

Date.....

Date.....

To be completed by the guardianship agency

I confirm on behalf of guardianship agency, that the agency will appoint a guardian to undertake the duties and responsibilities listed at the end of this document. Any such guardian will:

- Be over 25 years of age.
- Reside within a reasonable distance of the School.
- Will not be a student living in accommodation provided by another educational institution.
- Will have suitable accommodation available for the student and it is a private, non-commercial residence
- Will provide a copy of guardian passport as proof of ID, a copy of a utility bill/council tax bill as proof of address and a proof of settled status in the UK (UK passport, Irish passport, **EU settlement / ILR share code**)
- Will not be residing in the UK on work, student, tourist or any other non-permanent visa.
- Will not spend prolonged periods of time outside of the UK

I also confirm that:

- No adult residing in, or regularly present at, the address(es) where the child will stay — including the guardian, any employees, contractors, or host family members—**has any criminal convictions, is subject to any criminal proceedings, or poses any safeguarding concern** in the UK or overseas.
- I understand and accept duties under the UKVI Child Student route (if applicable), including acting in the child's best interests and cooperating with the school and UKVI on safeguarding matters and have read the school's Guardian's duties and responsibilities listed at the end of this document.
- The guardianship agency listed above is accredited by AEGIS or BSA and is inspected regularly to ensure child-safeguarding best practice. All host families undergo strict safeguarding checks and are inspected regularly.

Name.....

Signature on behalf
of guardianship agency..... Date.....

Guardians' duties and responsibilities

I/We agree that the duties of an individual guardian or guardian appointed through a guardianship agency include the following responsibilities (should a parent be unable to complete them):

- To provide a 24 hour point of contact on a daily basis throughout the School term on matters including health, educational progress and discipline. In the event that the appointed guardian will be overseas or otherwise prevented from fulfilling their duties; they will inform the School of the alternative arrangements that they may have made;
- To assist parents to complete paperwork and online forms (e.g. if English is not a first language);
- To give permission for routine medical treatment to be undertaken - for example immunizations, dental and optical work, and essential / emergency medical treatment in the event that the student's parents are not readily contactable;
- To accommodate the student in the event of illness or recuperation from illness, or in the event of a fixed term exclusion / the student being asked to leave the School;
- To provide appropriate accommodation during the half term holiday and weekends when the student is away from School as required, or to make suitable arrangements for the student's accommodation if unable to provide the accommodation personally;
- To inform the School in writing of any medical treatment or procedures that have taken place in the guardian's care upon the student's return to School;
- To attend parents' consultations or other important meetings (including safeguarding training) at the School in the event that the student's parents are not available;
- To provide the necessary consent for any arrangement for the student when staying away from School, for example when visiting the family of another student or friend.
- To pay for the taxi fare from Sidcot School to the address of the appointed guardian in the event that the guardian is unable to arrive at the School to assume responsibility for my/our child within 1.5 hours.
- To communicate with the School on a regular basis regarding the student's wellbeing and progress.
- To arrange transport for the student at the beginning and end of term and half term, specifically:

- The guardian will notify the School in writing of the travel arrangements for the return to School and the return home a minimum of 2 weeks in advance. The guardian must inform the Boarding House of the mode of transport for the arrangements (for example flight numbers, times etc.) and where the student will be staying when away from School.
- If the student needs to leave the Boarding House prior to 6am at the end of term to commence their return journey home, the guardian will arrange with the Boarding House for the student to leave the Boarding House the night before and stay accompanied in appropriate accommodation.
- The guardian will take responsibility for arranging transport in the UK to ensure the student's arrival at School at the beginning of term is no earlier than the published time on the published date.
- The guardian will arrange for suitable transport to return the student to School. If this return is later than the published start of term, the Boarding Houses must be informed. If there is to be greater than a 48 hour delay in returning after the start of term, or a request to leave the School more than 48 hours before the end of term, the boarding house will then contact the Head as his permission must be sought.