

Guardianship Policy

This policy sets out Eastbourne College's expectations of guardianship arrangements for all pupils whose parents reside outside the UK. It incorporates requirements from UK Visas and Immigration (UKVI), to ensure compliance and best safeguarding practice, particularly for pupils sponsored under the Child Student or Student visa routes.

1. Requirement for Guardians

It is a condition of entry to Eastbourne College that any pupil whose parents or legal guardians are permanently resident outside the United Kingdom must have a suitable adult guardian resident in the UK. This is essential to ensure continuity of care and compliance with the UK's safeguarding and immigration laws.

For pupils studying under a Child Student or Student visa sponsored by Eastbourne College, UKVI regulations require that guardianship arrangements be robust, verifiable, and **established before the pupil arrives in the UK**. The guardian must remain contactable and responsible for the pupil's welfare throughout their time at the College.

2. Choosing a Guardian

The College does not appoint guardians on behalf of parents. Families must select a guardian that meets the following criteria:

- Is aged 25 or over
- Lives within two hours travel time of the College
- Is legally resident in the UK and has the right to reside and work here
 - If the guardian is not a British citizen, they must hold a valid UK visa that allows them to act in the role (e.g. a settlement or spousal visa, indefinite leave to remain)
 - A temporary visitor visa, Student visa, or tourist visa is not sufficient
- Is not a university student or in transient accommodation
- Has no regular overseas commitments or long absences from the UK
- Has the time, emotional maturity, and reliability to take on a parental role in the UK

Where parents do not have suitable family or friends in the UK, we recommend using a guardian from an agency accredited by:

- The Association for the Education and Guardianship of International Students (AEGIS) – www.aegisuk.net
- The Boarding Schools Association (BSA) Certified Guardian Scheme – ukbsa.com

Accredited agencies carry out background checks, safeguarding vetting, and routine inspections that help ensure high standards of care and accountability.



Where the guardian is not appointed through an AEGIS- or BSA-accredited agency, parents will be required to provide initially and immediately advise of any changes to:

- A copy of the guardian's passport
- Proof of address (e.g. recent utility bill)
- Details of visa status, if applicable

For sponsored pupils, UKVI requires the guardian to confirm their commitments and suitability for the role through a letter of undertaking from them to the College, **prior to the pupil's arrival in the UK**. A proforma letter can be provided on request.

3. Role and Expectations of Guardians

The guardian acts *in loco parentis* when the parent is not available. They are therefore expected to take a personal interest in the progress and welfare of the pupil; the extent of this must naturally be a matter of agreement with the pupil's parents.

The guardian's **required** responsibilities include, but are not limited to:

- Attending parents' evenings, house forums and meetings and any meeting concerning the pupil in their care for which they receive individual invitation
- Hosting the pupil during exeats, half-term holidays, and other non-term periods, unless the pupil is returning home or other arrangements have been agreed **by the College** (see further in 4. below)
- Confirming and supporting travel logistics whenever the pupil is traveling to or from school at the start or end of a non-term period, whether this be domestic or international travel
- Providing overnight accommodation if, for example, an evening flight departure is not feasible at the end of term
- Assisting with medical or emergency situations, which may include:
 - Collecting and caring for a pupil in the event of sudden illness, disciplinary suspension, requirement to quarantine or school closure
 - Attending hospital or medical settings when required to support the pupil and represent the parents
 - Being contactable at all times and able to reach Eastbourne within a reasonable timeframe

4. Guardians and Holiday Arrangements

Guardians are responsible for ensuring that pupils are properly supervised at all times when not at school. Pupils may not remain in the UK unsupervised during holidays or exeats. Acceptable arrangements include staying with the named guardian, with parents, or with another adult approved by the parents and the College. The guardian must also ensure that pupils do not stay in accommodation shared with under-18s who are not family or pre-approved by parents.

All travel plans must be submitted via the online Holiday Travel Arrangements form at least one week before each school break. Where holiday travel arrangements involve travel



unaccompanied by the guardian, approval from the College of the arrangement must be sought, which will be based upon our safeguarding and sponsorship obligations.

For pupils travelling internationally, transport to the airport must be by pre-booked taxi or private transfer arranged either by the parents, guardian or school. The arrangement must ensure the pupil is collected promptly from school and travels directly to the airport, without diversion. The guardian is expected to confirm the pupil has arrived safely at the airport and entered the terminal/check-in area. The school will seek, where possible, to arrange shared transport, to minimise cost.

If a pupil is remaining in the UK during a leave period (e.g. exeat or half term), they may travel domestically by public transport if they are aged 16 or over and the guardian or an approved adult meets them on arrival. For pupils under 16, public transport may only be used if the journey is short and direct and the guardian meets the pupil at the end of the journey and ensures they are boarded safely for the return journey.

The College reserves the right to reject proposed travel plans that are deemed unsafe or inappropriate and reminds families and guardians that guardians are responsible for ensuring that pupils are properly supervised at all times when not at school.

5. Guardianship for ESU and Special Programme Pupils

Some pupils attend Eastbourne College as part of an exchange or bespoke educational programme, often through the English-Speaking Union or similar partnerships. These pupils are typically older and may seek to travel unaccompanied outside of term time.

In such cases, a UK-based emergency contact over the age of 23 must be provided. This contact must be available at all times and act as a true guardian, able to support the pupil in case of emergency, medical need, or school-related issue. Although the pupil may travel and stay independently during holidays, the emergency guardian must remain informed of their plans and whereabouts, and must complete the online travel form in accordance with UKVI rules, if the pupil is under visa sponsorship.

6. Change of Guardian

Parents must notify the College immediately of any change in guardianship by contacting their child's Housemaster/mistress and the College Reception. Full contact details of the new guardian must be provided and approved before the transition can take effect.

7. Compliance

All guardianship arrangements are subject to review by the College. If at any point the arrangements are found to be unsatisfactory or non-compliant, parents will be required to put suitable arrangements in place within three weeks. The College reserves the right to appoint a temporary guardian through an AEGIS-accredited agency if required, with costs charged to the parents.

Guardian Details

Name of Pupil:	
Guardian Agency:	Contact Name: Mr / Mrs / Miss / Ms / Dr
Full Postal Address of Agency:	Guardian Name and Full Postal Address:
Post Code:	Post Code:
Daytime Telephone:	Daytime Telephone:
Mobile Telephone:	Mobile Telephone:
Email:	Email:
Does the Guardian named above wish to receive copies of College correspondence? (E.g. school reports, eRC grades) YES / NO	
Do you give the Guardian named above permission to complete online Holiday Travel Arrangements which is available via the parent's portal? YES / NO	
Do you give the Guardian named above permission to complete OPEROO (school trips and excursions) which is available via the parent's portal YES / NO	

DECLARATIONS OVERLEAF MUST ALSO BE PROVIDED

Declarations

Name of pupil:

As the biological parent /s of this pupil I can confirm that I / we have read and understand the educational guardian policy.

Parent Signature:	Printed name in full:
Relationship to child:	Date:

Parent Signature:	Printed name in full:
Relationship to child:	Date:

As the named guardian to this pupil, I can confirm that I have read and understand my obligation as an educational guardian

Signature:	Printed name in full:
Relationship to parents:	Date:

Date of this policy:	May 2025
Policy drawn up by:	JMBS
Date of next policy review:	May 2026
Date for publication of revised policy	June 2026



Eastbourne College – Guardian Letter of Undertaking

PUPIL DETAILS

Full Name of Pupil: _____

Date of Birth: _____

Passport Number: _____

Academic Year Group (on entry): _____

GUARDIAN DETAILS

Full Name: _____

Date of Birth: _____

Nationality: _____

Immigration Status in the UK (tick one):

☐ British Citizen

☐ Indefinite Leave to Remain (ILR)

☐ EU Settled/Pre-settled Status

☐ Spousal or Family Visa

☐ Other (please specify): _____

Relationship to the Pupil or Family: _____

Home Address:

Postcode: _____

Mobile Number: _____

Email Address: _____



DECLARATION AND UNDERTAKING

I confirm that:

1. I have been formally appointed as the educational guardian of the above-named pupil by their parents or legal guardians.
2. I am over the age of 25 and legally resident in the UK with valid immigration status enabling me to act in this role.
3. I accept full responsibility for the care and supervision of the pupil at all times when they are not under the care of Eastbourne College...
4. I will ensure the pupil is never left unsupervised and is housed only in accommodation approved by the parents and acceptable to the College.
5. I will:
 - Be reachable at all times during term time and holidays
 - Attend parents' evenings, house forums, and events where appropriate
 - Support and confirm safe travel arrangements to/from the College
 - Be available to collect the pupil from Eastbourne at short notice
 - Provide accommodation at the end of term where necessary
6. I will keep the College informed of any change to my address, visa status, or availability.
7. I confirm that no adult residing in or regularly visiting my household has a criminal conviction or safeguarding concern.
8. If I arrange travel for the pupil, I will share full details with the parents and the College in advance.
9. I understand and accept my safeguarding obligations under UKVI's Child Student sponsor requirements and the College's Guardianship Policy.

HOUSEHOLD DECLARATION

Are there any other students you act as guardian for?

☐ No

☐ Yes – please provide names and school(s):

Please list any adults (over 18) regularly present at your residence:

(Name – Date of Birth – Relationship)



ATTACHMENTS REQUIRED

Please include the following with this form:

- ☐ Copy of your passport
- ☐ Proof of UK visa or immigration status (if applicable)
- ☐ Proof of current UK address (e.g. recent utility bill)

SIGNATURE

Signed: _____

Printed Name: _____

Date: _____

Please return the completed form and attachments to:
admissions@eastbourne-college.co.uk