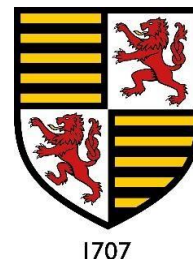


GUARDIAN POLICY



Date of Issue: September 2026

Date of Review: September 2027

Responsible Person: Deputy Head

POLICY INTRODUCTION

Warminster School welcomes pupils from all over the world and our international pupils are part of a diverse community of people who care for each other and grow as individuals, celebrating diversity and forging strong friendships. Living in a foreign country, in unfamiliar surroundings, and having to communicate in a different language presents a challenge to our international pupils. Our pastoral system means that all international pupils are effectively supported as they integrate into School life.

All pupils whose parents are not resident or do not have unlimited settled status to live in the UK are required to have a UK Educational Guardian whilst studying at Warminster School. Guardianship provides another means of support for the pupil whilst they are in the UK and allows them to have another adult outside of the School who they can turn to for assistance or advice, and who will provide accommodation when the School is closed and it may be impractical to travel home.

As the person with shared delegated parental responsibility, the role of guardian complements the requirement of Housemasters and Housemistresses to act in 'loco parentis'. Effective partnership between staff concerned with pastoral care, parents and guardians will safeguard the welfare of international pupils. Some parents choose to appoint a family friend or relative, but where this is not practicable, professional guardians can be appointed using reputable, and ideally accredited, guardianship agencies.

This policy is written with regard to the principles and requirements in:

- Children Act 1989
- The Education (Independent School Standards) Regulations
- The National Minimum Standards for Boarding Schools 2022
- UK Visas and Immigration (UKVI) Regulations

PURPOSE OF THE GUARDIAN POLICY

- To provide the parents of international pupils (and the UK Educational Guardians they appoint) with a clear explanation of the School's expectations relating to educational guardianship.
- To provide the parents of international pupils with a clear explanation of the responsibilities of the UK Educational Guardian they appoint.
- To make known to the parents of international pupils that the School reserves the right to determine the acceptability of arrangements made for their son or daughter when they are residing out of the

School; should the arrangements prove unacceptable, parents and guardians will be advised and given reasonable opportunity to change the arrangements

- To provide a pro forma for the registration of a UK Educational Guardian.
- To provide details on how communications between the School, international parents and UK Educational Guardians will operate.

UK GUARDIANSHIP REQUIREMENTS

- It is the primary responsibility of the parents to appoint a UK Educational Guardian and the selection of the appropriate person or organisation rests with the parents. Warminster School may be able to provide details of agencies or individuals who have acted as guardians to pupils from the School in the past, but we do not recommend any specific agency or individual. Parents must fully satisfy themselves as to the suitability of their chosen UK Educational Guardian.
- The appointed UK Educational Guardian may be a nominated friend of the family, another family member, or may be employed by an accredited Guardianship Agency.
- Members of the School's staff **cannot** be nominated as the UK Educational Guardian.
- The UK Educational Guardian must be either British or have unlimited settled status to live in the UK - **proof of this must be provided**.
- They should be English speaking and able to provide a point of contact, within the UK, for the School at all times.
- The appointed person must be over 25 years of age and should not be in full-time education.
- The designated UK Educational Guardian should have a permanent place of residence in the UK and ideally should reside within two hours travelling distance from the School, by either car or public transport - **proof of residential address must be provided**.
- If the UK Educational Guardian is going to be away from their UK home, for however short a time, they must notify the appropriate Housemaster or Housemistress. They must give full contact details for the period of absence. A new nominated guardian will be required for this period of time.
- A change of UK Educational Guardian (even for a short period of time) must be communicated promptly to the School by the parents by completing a new nominated guardian form and the new guardian must complete a Letter of Undertaking providing all necessary details in order to facilitate continuous care.

GUARDIANS ARE REQUIRED TO:

- Complete a Letter of Undertaking to provide accurate contact information (including telephone/mobile, email and full address contact details, this must also include the names and dates of birth of anyone living at the address who is age 18 years or older) to the Warminster School Admissions Office and to regularly update this information as necessary.
- Provide a copy of their passport, if not British, also provide proof of unlimited leave to remain in the UK.
- Provide proof of their residential address.

- Provide safe and suitable accommodation and appropriate care and supervision for the pupil. This may include periods of time when they cannot be accommodated at the School (including periods of long-term illness and disciplinary measures).
- Liaise with the School over Half-Term ,Quiet Weekend and End of Term arrangements, including informing the School about details of travel arrangements made for pupils leaving on all authorised breaks and at the beginning and end of term. This information must be provided in writing, at least one week prior to departure or arrival.
- Look after the pupil at the start and end of term if the flights to and from home do not exactly match with the dates of the term or are cancelled.
- Attend Parents' Evenings and School events, where possible. They are encouraged to maintain regular contact with their charge and are warmly welcomed to visit the School. (Please note that End of Term reports can be sent to UK Educational Guardians at the request of parents)
- Be familiar with the School's rules, regulations and policies and to support Warminster School's aims and values.

ADDITIONAL INFORMATION

Additional information can be found via AEGIS (The Association for The Education and Guardianship of International Pupils) an organisation that inspects and accredits guardianship providers in the UK and works to promote the welfare of international pupils. Please see their website for further details: www.aegisuk.net

Under the Child/Student sponsorship guidance of UK Visa & Immigration (UKVI):

- **The nominated guardian and anyone over the age of 18 living at the guardian's address may be subject to a criminal record check made by the Home Office. If a criminal record is found, this will result in the pupil's visa being refused. Should this be the case then a further visa application will need to be made, and an AEGIS accredited guardian appointed.**
- **a Confirmation of Acceptance to Study (CAS) required for the visa application will not be issued until the School is satisfied with the guardian arrangements and has received all relevant completed forms and supporting documents.**