

Updated September 2025

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 of time on business or holiday, with children in British boarding schools, are required to appoint an educational guardian. This person must respond to both the needs of 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 to the school **before the CAS** (Confirmation of Acceptance for Studies) can be issued as part of Home Office compliance. In the case of non-sponsored pupils, **before the first day** on which the student is enrolled at the School. It is the responsibility of parents to inform the School of any changes to the guardian's details as soon as these are known.

Whilst selecting a guardian is entirely the choice of the family, the School strongly advises appointing an accredited guardian from an AEGIS (the Association for the Education & Guardianship of International Students) or BSA (Boarding Schools Association) accredited guardianship organisation as the most suitable option. Agencies from these two bodies are carefully selected and meet the highest standards of safeguarding, whilst providing the most comprehensive care for your daughter. Please use [this link](#) to see a list of such agencies.

A guardian must be fully aware of the role that the school expects them to take. If a parent chooses not to appoint an accredited guardian, and instead a relative or family friend, then the School will require further information about the proposed guardian (refer overleaf) and there may be further safeguarding requirements as detailed in our Guardianship Policy.

A guardian may be expected to be called upon by the School at short notice (e.g for illness that requires them to isolate away from the boarding house or due to disciplinary issues); additionally on arrival/departure dates the guardian may also be required to collect and host the pupil if their flight is delayed, postponed or cancelled as the School will likely be closed.

In the event of an emergency and if the pupil does not have a guardian or does not have satisfactory guardianship arrangements in place, the School reserves the right to appoint an accredited guardian at the parents' expense, or to send the pupil home.

A suitable educational guardian must be:

- A British citizen or have proof of right to live in the UK – this must be a non-time-limited immigration status, such as Settled Status or Indefinite Leave to Remain (ILR). Temporary visas (e.g. visitor, student, work) are not accepted
- An adult over the age of 25 and not in full time education themselves
- Speak sufficient English to communicate adequately with the School
- Able to act with authority on behalf of the parents in all respects
- At a permanent/semi-permanent address in the UK, within two hours' drive from the School
- Able to provide suitable accommodation, but not university accommodation
- Prepared to take responsibility for a pupil when they are not in school (e.g. School holidays, Exeat weekends, if the student is taken ill suddenly, or must leave due to a disciplinary issue)
- Available if called upon during term time or in an emergency , so should not be someone who travels for extended periods of time
- Prepared to provide or organise transportation for the pupil to/from the School, if requested by the pupil's parents
- Willing to receive pupil reports and other communications from the School if requested by the pupil's parents, acting as an intermediary and attending parents' meetings and other school events
- Provide accurate contact information to the School (including contact phone number, email address and full address) and to update this information when necessary

A full list of guardian responsibilities is available in the School's Guardianship Policy available on our website. These include providing accommodation during holidays, being available in emergencies, authorising medical care when necessary, and supporting travel and school communications.

NON-ACCREDITED GUARDIANS

If a parent chooses not to appoint an accredited guardian, then the School will require copies of the following documents to retain on file from their chosen guardian. The School will also request a written declaration confirming that no adult residing in or regularly present at the guardian's residence has any criminal convictions, safeguarding concerns, or ongoing investigations in the UK or overseas (letter of undertaking).

The School will liaise with the Guardian directly to obtain these once their appointment has been confirmed:

- Letter of undertaking (the School can provide a copy)
- Valid photo ID – e.g. passport or driving licence
- Proof of address, dated within the last 3 months – e.g. a utility bill
- Proof of right to live in the UK for guardians who are **not** British citizens – this must be a non-time limited status (e.g Settled status - definite leave to remain)

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

Please note: members of the School staff are not permitted to act as guardians to pupils, in accordance with safeguarding policy.

If you need further help, please contact the Admissions Office: admissions@stgeorges-ascot.org.uk