



Guardian Policy

Milton Abbey School welcomes students from the UK and all over the world and our students living abroad are very much 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 Child Student Visa and students, as well as our students who live outside of the UK. Our strong pastoral system means that all Child Student Visa students are effectively supported as they integrate into School life.

All Child Student Visa students must have a guardian who is resident in the UK for the duration of their studies at Milton Abbey School. This can be either a family member, friend or an AEGIS accredited guardianship organisation (The Association for the Education and Guardianship of International students). Guardianship provides another means of support for a Child Student Visa student 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. The role of the guardian is to provide care during School holidays, exerts and any other times as requested by the School. This is regardless of age and whether the student turns 18 during his/her time at Milton Abbey School.

To comply with United Kingdom Visa and Immigration (UKVI) guidelines, all Child Student Visa students studying in the United Kingdom must have a guardian. UKVI, who issue our licence as an educational sponsor, will regularly monitor all boarding schools and colleges to ensure that these procedures are being carried out. We intend to carry out our duties diligently in order to protect our sponsor licence and our students. We therefore require full contact details of the appointed guardian before we can issue a Confirmation of Studies (CAS), to support any student's visa application.

As the person with shared delegated parental responsibility, the role of the guardian complements the requirements of the Housemasters and Housemistresses to act in 'loco parentis'. Effective partnership between staff concerned with pastoral care, parent/s and guardians will safeguard the welfare of Child Student Visa students.

Of equal importance is the safety and well-being of our students when they spend time away from the School and for this reason we have drawn up a Guardianship Agreement outlining our School's Guardianship Policy and the level of care we expect all guardians to provide to our students. It is the parent/s' responsibility to select a suitable guardian for their child. The School cannot accept responsibility for any agreement financial or otherwise between the parent and guardian.

If you have any queries regarding this policy for Guardianship, please contact the Admissions Team: admissions@miltonabbey.co.uk



Guardianship Agreement

It is the primary responsibility of the parent/s to appoint a Guardian Agency/ Guardian and the selection of the appropriate person or organisation rests with the parent/s. Milton Abbey School do not recommend any specific agency or individual. Parent/s must fully satisfy themselves as to the suitability of their chosen guardian. A list of accredited Guardianship organisations can be found at www.aegisuk.net.

Parent/s who appoint a family member or friend to be their child's guardian must ensure that the guardian they nominate is fully aware of their responsibilities. All guardians must be able to fulfil the School's detailed list of requirements below.

Eligibility of guardians

1. All guardians must be over the age of 25
2. All guardians must have a permanent place of residence in the UK (preferably within 2 hours of the School).
3. The guardian must be a person who is not regularly involved in travelling overseas other than for holidays.
4. Guardian to ensure appropriate policies and procedures are in place to ensure the safety, wellbeing and protection from exploitation of the children which it has responsibility for
5. Should be able to correspond with the School in English
6. Where a student is living in the UK in accommodation that was not provided by the sponsor, their living arrangements meet the requirements of the route as specified in the UKVI Student Sponsor Guidance. See Section 2.13 [here](#). The guardian and all those who come into contact with the child should have a current enhanced Disclosure and Barring Check (England and Wales),

Guardians Role and Responsibilities

Guardians of Milton Abbey School students must agree to:

1. Arrange to meet the Head of Admissions (over Zoom) within three weeks of the date that the student's course commences. They will also be introduced (via email) to the student's Housemaster so clear lines of communication can be established. It is expected that the guardian, if the parent/s are unable to, to maintain regular communication with the student's Housemaster, particularly with regards to transport arrangements and pick up/drop off times during exeat and School holidays etc.
2. When parent/s are unable, to be contactable and ready to deal with immediate problems or emergencies, including for example; the removal of a student from school for disciplinary reasons or for illness and hospital admissions, where the parent/s or School is unable to support.
3. If the guardian is going to be away from their UK home, however short a time, they must notify the appropriate Housemaster or Admissions dept. They must give full contact details for the period of absence and the name and address of a responsible person in the UK, fully authorised by the parent/s to act on their behalf.



4. The guardian must ensure Housemaster or Admissions dept are notified if the child is not accommodated in the address provided on the Guardian Form. **This would be considered a breach of the Guardian Agreement if not provided.**
5. Provide accurate contact information (including telephone/mobile, email and full address contact details) to Milton Abbey School and later to regularly update this information as and when changed.
6. If the parent/s are unable to do so, the guardian should take responsibility for liaising with the School over Half-Term and Exeat arrangements, including informing the School about details of travel arrangements made for students leaving on all authorised breaks and at the beginning and end of term. This information must be completed in writing, at least one week prior to departure or arrival and submitted to reception@miltonabbey.co.uk. The School can provide support with any necessary travel arrangements.
7. **If parent/s are unable to do so**, either collect and return the student to and from the School in accordance with the published dates at half terms, end of terms, exeats and as agreed or ensure that suitable arrangements are made and confirmed with the School in advance through the school transport booking service.
8. Be at their residence when the student is in their care and provide suitable living and studying accommodation in accordance with the [Children Act \(1989\)](#) and other UK legislation. A guardian must provide safe and suitable accommodation and appropriate care and supervision for the student during periods when they cannot be accommodated at the School (including periods of long-term illness and disciplinary measures); regardless of the child's age, we do not consider unsupervised stays in hotels, bed and breakfast accommodation or University Halls of Residence to provide an adequate level of accommodation or care. Under no circumstances will our students be permitted to stay in a hotel or rented accommodation without supervision of their parent/s or guardian.
9. Exercise the same caution as a responsible parent/s in allowing the student to stay somewhere other than the guardian's residence as indicated on the Agreement.
10. Advise the School immediately if arrangements have been made to allow the student to reside overnight anywhere other than the guardian's residence as listed on the Agreement. Never allow the student to reside where there is no means of contact with the guardian or the parent/s.
11. Ensure that any student requiring medication, receives the prescribed dosage and that the administration of all drugs are recorded with date and time, in accordance with the medical information supplied by the School's medical centre. Ensure that all students receive the medical attention they require. Full details of any visits to the doctor/hospital and any drugs prescribed must be passed to the School's Senior Nurse upon the students return. healthcentre@miltonabbey.co.uk
12. Guardians are invited but not expected to attend Parent Evenings and School events. 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 guardians at the request of parent/s).
13. Be familiar with the School's rules, regulations and policies and to support Milton Abbey School's aims and values.



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If at any time, the nominated guardian is unable to meet the School's requirements; Milton Abbey School will require the parent/s to appoint an AEGIS accredited Guardianship to make adequate guardianship arrangements for the student.

If at any time, the School considers the guardianship arrangements to be unsatisfactory, then the School reserves the right to exclude the student until appropriate arrangements can be made.

A change of guardian must be communicated to the School promptly by parent/s. This must be made in writing, providing all necessary details in order to facilitate continuous care.

I/We, the parent/s and guardian of _____ hereby agree to adhere to the above Guardianship Agreement and have read the terms in full.

Signature of Parent(s) _____ Date ____/____/____

_____ Date ____/____/____

Signature of Guardian _____ Date ____/____/____



Milton Abbey School Guardianship Policy and Agreement

Name of Student: _____ Date of Birth: _____

If using a Guardianship Agency, please provide the Company Name:

Name of Agency: _____

Contact Name of Guardian: _____

Address: _____

Town or City: _____ Postcode: _____

Telephone Number: _____ Mobile Number: _____

Email Address: _____

If using a Guardian who is a personal contact/ family member, please provide details:

Full Name of Guardian: _____

Relationship to student: _____

Address: _____

Town or City: _____ Postcode: _____

Telephone Number: _____ Mobile Number: _____

Email Address: _____

Please indicate with an X if you wish the guardian to receive the following access to the student's information: (this is not necessary but an option)

Email correspondence:

Login to the parent portal:

School Reports:

I/We, the parent/s of _____ hereby appoint the above to be our son/daughter's UK Guardian.

Signature of Parent(s) _____ Date ____/____/____

_____ Date ____/____/____

Signature of Guardian _____ Date ____/____/____