



Guardianship

To be completed for pupils whose parents are not permanently resident in the UK or may travel for extended periods of time with no parent remaining in the UK. These pupils MUST have a guardian during their time at Cheltenham Prep.

About your child

Forename(s) (Please use BLOCK CAPITALS)

Surname

Guardian's contact details (Please use BLOCK CAPITALS)

Name and address (including postcode)

Home telephone

Mobile

Email

Special instructions beyond those given in the Guardianship Policy.

If the pupil is not a British passport holder, he or she may require a Visa support letter. Please contact the Admissions Office as soon as possible if this is required. All foreign nationals must fill out their passport number and expiry date below. A colour photocopy of the passport MUST then be attached to this form and returned to The Prep, if one has not already been sent to the Admissions Office.

Passport Number

Nationality of Passport

Expiry Date

Passport copy attached (please tick)

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Please indicate below the kind of correspondence that you wish to be copied to the guardian:

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Accounts/Fees

☐

Events

☐

Consent Forms

☐

Pastoral

☐

Reports

☐

General correspondence

Parent Portal

Guardians who receive all correspondence will also be given access to the parent portal, which they will manage with your approval.

Parent Statement

I / We confirm that I / we have asked the person named above to act in loco parentis for my / our child whilst I am / we are overseas. I / We understand that if the Guardian is unavailable I / we will notify the school of who the replacement adult will be. If a Guardian or replacement is not available, I / we understand that the school may charge us for the pupil to be supervised.

Guardian Statement

I confirm, as Guardian of the pupil named above, that I am prepared to act in loco parentis to the pupil in cases of illness or disciplinary matters, to provide a home for the pupil for Half Term, Exeats and holidays when the pupil is unable to go home, to deal with arrival at or departure from airports if necessary and to be responsible for arranging the renewal of a visa if it expires when the student is in the UK.

Parent signature

Guardian signature

Please return this form as soon as possible to the Prep Admissions Office:

Cheltenham College Prep School, Thirlestaine Road, Cheltenham, GL53 7AB | Tel: 01242 265639