



## Guardianship Policy

**Reviewer:** James Hayden

**Approver:** Mary Plint

**Reviewed:** August 2025

**Next Review:** January 2026

'Cheltenham College' refers to Cheltenham College Senior School *and* Cheltenham College Preparatory School (including Cheltenham College Pre-Prep and Nursery School)

'College' refers to Cheltenham College Senior School

'Cheltenham Prep' refers to Cheltenham College Preparatory School

'Nursery and Pre-Prep' refers to Cheltenham College Nursery School and Pre-Prep

### 1. Who Needs a Guardian?

It is a requirement that all pupils living outside the UK should have a guardian in this country who will act in loco parentis for them and support the pupil's welfare. A guardian is also required for pupils whose parents are members of the armed services and are therefore likely to be absent for periods of the school year. For children who are British or Irish whose parents reside in another country, only the Guardianship Forms that Admissions will send to parents needs to be completed and returned to Cheltenham College before their child joins the school.

The choice of a nominated guardian is the responsibility of the parent: the school can accept no legal responsibility for any guardianship arrangements. Guardianship arrangements must meet the expectations outlined in this policy. Guardians must be AEGIS accredited (Association for the Education and Guardianship of International Students) to ensure the high standards of professionalism and care necessary to effective safeguarding of the child's welfare. The only exception would be in instances where parents submit a clear case in writing to the Head of Compliance for consideration ([headofcompliance@cheltenhamcollege.org](mailto:headofcompliance@cheltenhamcollege.org)). A member of school staff or their spouse cannot act as a guardian. The guardian needs to be aware of and accept the requirements of this policy and both the parent and the guardian must show that they have accepted our terms laid out in this policy by signing and returning the Guardianship forms that Admissions will send to them.

For pupils requiring a visa to study in the UK, AEGIS accredited guardians fully meet UKVI requirements, including that the guardian must be a British Citizen or be settled in the UK and must be living in private accommodation. Furthermore, the guardian must be over 25 years of age and cannot be a student living in shared university accommodation. Upon receipt of the completed documents required by UKVI, the school will be able to issue a Confirmation of Acceptance for Studies (CAS) at Cheltenham College where this is needed, to enable parents to apply for a visa. Documents required include the Guardianship Agreement Form, the Parental Letter of Consent to the travel, reception and care arrangements and the Guardian Letter of Undertaking. The Parental Letter of Consent to travel, reception and care arrangements **must be signed in ink**; electronic signatures are not permitted. The Admissions Department will send parents the necessary documents.

The guardian should live in the vicinity of Cheltenham so they can reach Cheltenham College within a reasonable time should an emergency situation arise. We recommend this must be within two hours'

drive. Close proximity to Cheltenham is essential for international pupils' guardians so they can offer extra support.

The school will monitor the suitability of guardianship arrangements and contact parents and/or guardians should any issues arise. In line with statutory guidance Keeping Children Safe In Education (KCSIE), monitoring processes with pupils are in place to ensure that guardian arrangements are meeting the necessary standards. A random sample of pupils may be contacted during a leave-out (exeat weekends, half-term breaks and holidays) and some may be visited. A survey is sent out following different leave-outs asking how the stay went, if there were any issues and whether the pupil would like to speak to a member of staff. If, in an exceptional circumstance, the guardianship arrangement is not promoting a pupil's welfare, physical wellbeing and emotional wellbeing then Cheltenham College will liaise with parents and ask them to make alternative arrangements.

Any plans to change guardian must be communicated to Cheltenham College in writing so new forms can be issued and held on record for inspection by UKVI.

## **2. The Guardian's Role**

- ☐ To act with delegated parental authority in the case of an emergency and in other matters agreed by the parents.
- ☐ To ensure safe transport to and from Cheltenham College for all leave-outs and to communicate all such travel details in writing to the Housemaster, Housemistress or Houseparent. For all leave-outs, Cheltenham College Transport to and from a Guardian's home and/or airports must be used where a Guardian is not personally providing transport.
- ☐ To ensure that the child in their charge is resident with the guardian or a host family arranged by the guardian during exeats and half-term holidays unless the child is going home. 'Bed and Breakfast' accommodation does **not** fulfil this requirement.
- ☐ The guardian is responsible for ensuring that arrangements with any host family provide suitable levels of accommodation and supervision. Agencies should also be cognisant of other pupils from other schools who may be staying with that family so that safeguarding measures can be addressed if necessary (eg. age-appropriate arrangements).
- ☐ To provide safe care during any absence from Cheltenham College, for example illness, significant mental health issues or disciplinary matters. In the unusual event of the school having to close due to an epidemic or pandemic the guardian will be responsible for collecting and caring for the pupil.
- ☐ To attend Parents' / Guardians' Meetings to follow the pupil's progress.
- ☐ To be responsible for the transport and safe storage of all belongings at the end of each academic year.
- ☐ To be familiar with relevant school rules, regulations and policies.
- ☐ To be English speaking and provide a point of contact at all times.
- ☐ To be able to attend Cheltenham College and / or pick up their charge at short notice as necessitated by the school (up to a maximum of 4 hours from request to pick up).

Guardians are always welcome at Cheltenham College and are encouraged to take as much interest in their charge as they feel able to..

## **3. Passports, Visas and Travel**

Careful note should be taken of any conditions which are attached to a pupil's passport at immigration and visas must be kept up to date. Students living outside the UK should consult the Home Office UK Visas and Immigration website [www.gov.uk](http://www.gov.uk) to find out whether a student visa is required and, if so, how to apply for one in the country of residence. Guardians and parents are responsible for telling the Housemaster, Housemistress or Houseparent if flights require Unaccompanied Minor service.

Overseas trips:

It is the guardian's responsibility that they organise and apply for any visa required for a pupil to attend an overseas trip being offered by the school.

We advise that passports should be given to the Housemaster, Housemistress or Houseparent for safe keeping.

On their first arrival in the UK, visa holders must use the staffed immigration entry booths at the airport to have their entry date to the UK stamped in their passport and to validate and link their eVisa to their passport. Every time thereafter that a visa holder travels home for holidays, they are required to retain and provide evidence of departure and arrival travel to the school. It is simplest if they have their passport stamped upon each entry at an immigration booth. Should an eGate be used, alternative evidence includes items such as an e-ticket printout or boarding pass. Matrons will collect evidence of travel and hold it on record. Arrangements for all leave-outs must be requested in advance from Housemasters / Housemistresses via Orah at College or via the Prep systems. Further information will be provided. Any pupil returning to the UK before the start of term must stay with their Guardian upon return, confirming arrangements via Orah or Prep systems.

#### **4. Guardian's absence**

4.1 If any designated host family arranged through a guardianship agency is going to be away from their UK home or unable to accommodate a pupil for however short a time, the agency will make suitable alternative arrangements for that period. The guardian must notify the Housemaster, Housemistress or Houseparent of the arrangements and provide the name, address and telephone number of the person who is hosting.

4.2 Where the school has, in an exceptional circumstance, approved the use of a non-AEGIS accredited guardian and they or a replacement guardian arranged by the parents are not available at a time when Cheltenham College requires the pupil to be off site for any of the above stated reasons, Cheltenham College reserves the right to ask an AEGIS accredited guardianship agency to arrange short-term billeting. The cost of this will be passed on to parents.

#### **5. AEGIS accredited Guardians**

Cheltenham College cannot be responsible for any arrangements between parents and guardians. All AEGIS accredited agencies uphold rigorous standards; whilst Cheltenham College does not recommend any specific agency, parents are welcome to discuss with our Admissions teams. To find out more about AEGIS registered companies please click [here](#)

The following details may be useful, but do not constitute any endorsement by Cheltenham College.

<b>AEGIS registered Agency</b>	<b>Details</b>
Pippa's Guardians	Web: <a href="http://www.pippasguardians.co.uk">www.pippasguardians.co.uk</a> Email: <a href="mailto:ben@pippasguardians.co.uk">ben@pippasguardians.co.uk</a>
Brightworld Guardians	Web: <a href="http://www.brightworld.co.uk">www.brightworld.co.uk</a> Email: <a href="mailto:iana@brightworld.co.uk">iana@brightworld.co.uk</a>

Quest	Web: <a href="http://www.questguardians.co.uk">www.questguardians.co.uk</a> Email: <a href="mailto:office@questguardians.co.uk">office@questguardians.co.uk</a>
Alphaplus Guardian Services	Web: <a href="https://alphaplusguardians.co.uk/">https://alphaplusguardians.co.uk/</a> Email: <a href="mailto:office@alphaplusguardians.co.uk">office@alphaplusguardians.co.uk</a>