

GUARDIANSHIP

GUIDANCE FOR

PARENTS & GUARDIANS

1. Introduction

Prior Park Schools (PPS) is a family of Christian schools based in Bath and Gibraltar. Prior Park College (PPC) and The Paragon School (TP) are incorporated in England as Prior Park Educational Trust Ltd. Prior Park School Gibraltar (PPSG) is incorporated in Gibraltar as Prior Park School Ltd. Both are companies limited by guarantee and registered charities.

The mission of Prior Park Schools, underpinned by shared values, is to steward a thriving family of communities with love for the young people they serve at their heart. These vibrant communities cultivate creativity, foster integrity, and transform lives.

Prior Park Schools Values:

Curiosity - Generosity - Courage

2. Scope and Purpose

International students bring diversity and enrichment to UK schools. School pastoral and boarding staff provide vital support to international students, aiding integration and helping students get the most out of their time in the UK.

All international students are **legally** required to have a guardian if their parents do not live in the UK permanently.

A guardian must be **AEGIS-accredited** or a **close family member over the age of 25**, residing within one hour of the school. The guardian must be a British Citizen or have Settled Status. A list of accredited guardians is available upon request.

The appointed guardian is **responsible** for the student's welfare and acts on the parents' behalf in emergencies.

Services they must provide include:

- Arranging homestay accommodation and airport transfers
- Accommodating students in all case of illness
- Attending parents' evenings
- Supporting students during their stay in the UK

The agreement between parent and educational guardian is not the responsibility of Prior Park Schools.

Prior Park Schools does not work directly with, promote, or financially gain from any educational guardian. However, the school may provide details of educational guardians upon request but does not assume responsibility for these agreements.

More information can be found at www.aegisuk.net.

3. Aims of the Guardianship Guidance

- To clarify the schools' expectations regarding educational guardianship.
- To ensure parents understand the school's right to reject unsuitable guardianship arrangements. Parents must find an alternative arrangement acceptable to the school, or the school may withdraw the student's place.
- To outline the expected level of communication between parents, guardians, and the school.

- To provide a basis for a formal guardianship agreement, which both parents and guardians must sign.

4. Parents' Responsibilities

- It is the parents' responsibility to appoint a suitable educational guardian and provide the school with the guardians contact details.
- Parents must ensure that the Guardians must be either:
 - AEGIS-accredited (a list of accredited guardians is available upon request), or
 - A close family member over the age of 25 who is a British citizen or has Settled Status.
- Parents must ensure the guardian should (ideally) reside within one hour's drive of the school.
- Parents must ensure the guardian is readily available in emergencies and can provide accommodation for the student if required (for example when the student is unwell).
- The parents must understand that if a suitable guardian is not appointed, the school reserves the right to withdraw the offer of a place.
- Parents must ensure that any changes to the appointed guardian is communicated to the school immediately.
- Parents should be aware that if the student requires a visa under the Student Visa Route, the guardian must also meet Home Office requirements.

5. Educational Guardian Responsibilities

Once parents have confirmed to the school who the appointed guardian is, the school will make direct contact with the guardian to ensure the following is met:

- Guardians must be either AEGIS-accredited or a close family member over 25 with British Citizenship or Settled Status.
- Guardians must provide proof of ID, address, and confirm their relationship to the student (if applicable).
- Guardians must be English-speaking with sufficient fluency for clear communication with the school.
- Guardians must provide full contact details to the school and inform of any changes.
- If the guardian is unavailable, they must arrange an alternative UK contact and notify the school.
- Guardians must provide a Letter of Undertaking, confirming responsibility for the child's welfare.

Guardian Availability & Support

- Ideally, guardians will reside within one hour of the school.
- Guardians must be available 24/7 in case of emergency.
- Guardians must provide accommodation for the student if needed (e.g., illness, isolation). If unavailable, the school may arrange alternative homestay accommodation at the parents' expense.
- Guardians must assist with transportation, including term/half-term travel arrangements.
- Guardians must support the student with medical appointments if required by the school.
- If the student requires isolation due to illness, the guardian must be available to collect them.

Guardian Criminal Background & Compliance

- The Home Office may refuse a Child Student visa if the nominated guardian (or anyone living with them) has:
 - A custodial sentence of 12 months or more (UK or overseas).

- A record of persistent offending.
- Committed an offence causing serious harm.
- Received a shorter custodial or non-custodial sentence registered on their criminal record.
- The guardian must provide a list of other people they are supporting.
- The guardian may be required to undergo a DBS (Disclosure and Barring Service) check or provide equivalent documentation to ensure safeguarding compliance.

Guardian Communication & School Engagement

- Must maintain regular communication with the school, providing travel and accommodation details at least one week in advance.
- The school may require meetings or updates from the guardian.
- Must ensure any homestay accommodation is safe and of good standard, with parental approval.
- Expected to attend parents' evenings and visit the school by appointment.

Guardian Legal & Ethical Responsibilities

- Must uphold the school's ethos and values.
- Must respect and support the rights, religion, and customs of the student.
- Must assist in maintaining valid legal documents (passport, visa, BRP).
- Must inform the school immediately if there is a change in guardianship.
- If the student is under 16 (or under 18 if disabled) and lives with a non-parent for 28+ days, the arrangement must be reported to the local authority as per UK private foster care regulations.
- Must handle personal information responsibly and comply with UK GDPR laws.

6. Visa & Compliance Requirements

As a Student Route sponsor, the school has responsibilities, including:

- A CAS (Confirmation of Acceptance to Study) will not be issued until the school is satisfied with guardianship arrangements.
- Guardians must support the renewal and validity of all legal documents (passports, visas, BRP cards).

7. School's Right to Reject Guardianship Arrangements

- The school reserves the right to reject any guardianship arrangement if it does not meet safeguarding, welfare, or visa compliance standards.
- Parents must provide an alternative arrangement that meets the school's standards.
- If a suitable arrangement is not found, the school may refuse to provide or continue a place for the student.
- Guardians may be required to undergo safeguarding training at their own expense.