Mayfield	Policy Name: Guardianship Policy Owner: Senior Deputy Head Last review date: August 2025 Next review date: August 2026 Policy revised as regulations or review demands

Introduction

Mayfield School welcomes students from all over the world and our international students are 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 international students. Our pastoral system means that all international students are effectively supported as they integrate into School life.

All visa holding international students are required to have a nominated guardian whilst studying at Mayfield in order to comply with UKVi regulations*. We also expect all students who have parents overseas, including UK students, to have a nominated guardian. This applies until they leave School, even after they turn 18.

Guardianship provides another means of support for a student whose parents are overseas, whilst they are in the UK and allows them to have another responsible adult who they can turn to for assistance or advice, and who is the person with shared delegated parental responsibility. The role of guardian complements the requirement of the Housemistresses to act in 'loco parentis'. This will include giving permission for students to partake in school activities that may involve some element of risk, or which may involve a financial obligation. An effective partnership between staff concerned with pastoral care, parents and guardians will safeguard the welfare of international students.

The UK Home Office have introduced significant changes that come into force from 29 May 2025 surrounding guardianship which impact student sponsorship compliance and the process of applying for a Child Student Visa. Given the changes in legislation Mayfield School strongly recommend choosing a BSA/AEGIS accredited guardian company. However, some parents choose to appoint a family friend or close relative who is willing to undertake this role and who fulfils all the requirements of guardianship outlined below.

Please note * **Where international students need to apply for a Child Student visa in order to study in the UK, the required CAS (Confirmation of Acceptance to Study) number cannot be issued until the School is satisfied that appropriate guardian arrangements are in place.**

Immigration rules now set out clear requirements applicable to each permitted living arrangement in place for the Child Student. As part of the visa application parental consent must be given demonstrating the type of living arrangement for the Child Student – whether this is full boarding or weekly boarding.

The purpose of a Guardianship Policy

- To provide the parents of students whose parents live overseas (and their nominated guardian) with a clear explanation of the School's expectations relating to educational guardianship.
- To provide a clear explanation of the responsibilities of the nominated guardian.
- To make known to the parents of students whose parents live overseas that the School reserves the right to determine the acceptability of arrangements made for their daughter when they are residing out of School. Should the arrangements prove unacceptable, parents and nominated guardians will be advised and given reasonable opportunity to change the arrangements.
- To provide a pro-forma for the registration of a nominated guardian.
- To provide details on how communications between the School, overseas parents and nominated guardian will operate.

Requirements for Guardianship

It is the primary responsibility of the parents who reside overseas to appoint a nominated guardian and the selection of the appropriate person or organisation rests with the parents. Parents must fully satisfy themselves as to the suitability of their chosen guardian. We strongly recommend using an BSA/AEGIS accredited Guardianship agency given the number of requirements that are needed to meet UK Home Office immigration rules for Child Student visas.

Please note that even though it is the parent responsibility to appoint a nominated guardian and for parents to satisfy themselves as to the suitability of their chosen guardian, in line with KCSIE, the school must take appropriate steps to ensure that the guardianship arrangement is promoting the welfare, physical wellbeing and emotional wellbeing of the boarder. The school will therefore do check-ins with girls after each holiday spent with a guardian and in the case of longer stays part way through. If there are any concerns about an educational guardianship arrangement these will be acted upon immediately by the DSL and referred to any relevant agencies, and/or the parents.

UKVI requirements for appointing an approved nominated guardian:

- The **nominated guardian must be a British citizen or settled in the UK.**
- The nominated guardian is appointed by the child's parent or legal guardian as the Child Student's carer in the UK and is the school's emergency contact in the UK for the Child Student.
    - For a full boarding visa application the Child Student can live with a nominated guardian, who is a British Citizen or settled in the UK during holidays etc for a period of less than 28 days.
    - For a weekly boarding visa application, the Child Student must live, at weekends and during holidays etc, with a nominated guardian who must be a close relative who is a British Citizen or settled in the UK.
- The nominated guardian, or anyone regularly living with the nominated guardian, cannot have been convicted of a criminal offence in the UK or overseas for which they have received a custodial sentence of 12 months or more, or be a persistent offender, or committed a criminal offence which caused serious harm – as this will result in the Child Student visa application being refused by UKVi. *Please note that Child Student visa application may also be refused by UKVi in cases where the nominated guardian, or anyone regularly living with the nominated guardian has been convicted of a criminal offence for which they have received a custodial sentence of less than 12 months, or a non-custodial sentence, or received an out of court disposal recorded on their criminal record.*
- It should be noted that Mayfield school staff cannot be appointed as a nominated educational guardian for boarders.

- The nominated guardian must provide a letter of undertaking confirming:
    - Their name, current address, contact details, date and signature.
    - The address where the nominated guardian and the Child Student will be living in the UK; (e.g. over half term, summer exeat, occasional weekends).
    - Confirmation that the accommodation offered to the Child Student is a private address and is not operated as a commercial enterprise (accommodation such as a hotel, student hall of residence, youth hostel are not acceptable).
    - The nature of the relationship between the Child Student's parent(s) or legal guardian and the nominated guardian.
    - Confirmation that the nominated guardian agrees to the care arrangement for the Child Student.
    - A list of any other people that the nominated guardian supports or has offered to support.
    - Details of the name, registered address and contact details of anyone regularly living with the nominated guardian.

The meet Mayfield School requirements for guardianship, the nominated guardian must also:

- Be aged 25 years old or over.
- Have a permanent or semi-permanent place of residence in the UK that is within a reasonable travel distance from the school (ideally within 3 hours travelling distance).
- Be English speaking and able to provide a point of contact for the School at all times.
- Liaise with the School over term, half-term and Exeat weekend 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 provided in writing, at least two weeks prior to departure or arrival.
- Be prepared to provide accommodation and boarding to the student in the event of a delayed flight, or a flight that does not coincide with the School term dates.
- Ensure that all contact details are kept up to date.
- Ensure that legal documents such as visas and registration documents are kept up-to-date and renewed/updated when necessary.
- Must provide safe and suitable accommodation (see above) and appropriate care and supervision for the student during periods when they cannot be accommodated at the School (including periods of illness and disciplinary measures).
- Be prepared to accept responsibility for health care decisions that might have to be made if the pupil requires emergency dental or medical treatment, including private treatments or signing a consent form if necessary.
- Notify the School (and also the appropriate Housemistress) if they are going to be away from their UK home, for however short a time. They must give full contact details for the period of absence and the name and address of a responsible person in the UK, who meets the nominated guardian criteria listed above, and be fully authorised by the parents to act on their behalf.
- Be familiar with the School rules, regulations and policies and to support Mayfield School's aims and values.

Mayfield encourages guardians to maintain regular contact with their charge and are warmly welcomed to visit the School for instance by attending Parents' Evenings, Information evenings, plays and concerts. Please note that End of Term reports can be sent to Guardians at the request of parents.

In order to comply with the UK Home Office directives, any changes to the nominated guardian must be communicated promptly to the School in writing, providing a new signed Guardianship Agreement Form and Letter of Undertaking Agreement (Annex One), in order to facilitate continuous care.

As a school we cannot recommend individual Guardianship agencies. Parents/agents are advised to go to the AEGIS website for further details and the list of AEGIS accredited guardians, at www.aegisuk.net. However, below is a list of some of the companies used by our current students:

London Guardians - Mark London - www.london-guardians.com

Bright World - www.brightworldguardianships.com

My Guardians - Irina Bowman - www.myguardians.co.uk

Overseas Personal Development Services (OPDS) - https://www.opds.co.uk/

Whitehouse Guardians - https://whitehouseguardians.co.uk/

Guardianship Policy Annex One:

Mayfield School Guardianship Agreement Form and Letter of Undertaking

SECTION ONE *(to be completed by parents or legal guardian living overseas)*

Name of Parent(s)	
I / we appoint as UK nominated guardian for *(insert Name of Student)*	
Date of Birth of Student	
Name of Nominated Guardian	
Do you give the guardian named above permission to complete Holiday Travel Arrangements for your daughter to and from school on your behalf	Please delete as appropriate: Yes No
Signature of Parent(s)	
Date form completed:	

SECTION TWO *(to be completed by the nominated guardian or AEGIS accredited Guardianship agency)*

I/ We the undersigned confirm that we are acting as the UK nominated guardian(s) for:	
Name of child:	
Name of nominated guardian(s)	
Current address of guardian:	
Telephone number of guardian:	Home: Work: Mobile:
Email address of the guardian:	

Address where the nominated guardian and the Child Student will live in (e.g. over summer exeat, half term etc).	
Please confirm that the address above is a private address and not a hotel, University Hall of residence or other commercial property.	Please delete as appropriate: Yes No
Nature of the relationship between the Child Student's parent(s) or legal guardian and the nominated guardian. *(e.g. type of relative or agency).*	
Please supply a list of any other people that you as nominated guardian supports, or has offered to support.	
Please supply details of the name, registered address and contact details of anyone regularly living with you, the nominated guardian.	Name: Address: Telephone Number:

I/ we the undersigned confirm that:

1) I / we have read and agree to the Mayfield School Guardianship Policy and agree to meet UKVi and Mayfield School requirements for guardianship outlined in it.
2) I / we agree to the care arrangement for the Child Student.
3) I / we are a British Citizen or settled in the UK
4) I / we are over the age of 25.
5) I / we have not been convicted of a criminal offence in the UK or overseas
6) **I / we have attached a copy of the guardian passport to the completed form.**

Please note, that the Guardianship Agreement and Letter of undertaking cannot be accepted without a copy of the Guardian's Passport.

Signature of nominated Guardian(s):	
Date form completed:	