GIGGLESWICK
SCHOOL

Guardianship Policy

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1 INTRODUCTION

Giggleswick School is committed to safeguarding and promoting the welfare of all its students in line with the *Independent Schools Standards Regulations*, the *Boarding Schools National Minimum Standards (2022)*, *Keeping Children Safe in Education (KCSIE 2025)*, and *UKVI Student Visa* requirements.

All students who reside overseas are required to have a Guardian whilst studying at Giggleswick School regardless of age. Guardianship provides another means of support for an overseas student whilst they are in the UK, providing a supportive network outside the school who they can turn to for assistance or advice. The Guardian will also provide accommodation when the School is closed or when it may be impractical for the student to travel home. The Guardian will have shared delegated parental responsibility; the role of the Guardian complements the requirement of the Houseparent to act in 'loco parentis'. Effective partnerships between School staff and Guardians will safeguard the welfare of overseas students

This policy outlines the expectations and requirements for educational guardianship, particularly for international students under the age of 18, in accordance with UK Visas and Immigration (UKVI) guidance and best practice across the independent school sector.

2 SCOPE AND PURPOSE

This policy applies to:

- All students whose parents reside overseas.
- Parents and legal guardians of students who reside overseas.
- Appointed educational guardians.
- Giggleswick School staff involved in safeguarding, pastoral care, admissions and internation student support.

The purpose of this policy is to:

- Safeguard and promote the welfare of pupils.
- Ensure there is always a responsible adult in the UK available to support the pupil.
- Clarify legal and safeguarding responsibilities between parents, guardians, and the school.
- Meet the standards required by ISI, NMS, KCSIE, and UKVI.
- Make known to parents that the school reserves the right to determine the acceptability of arrangements made for students while they are residing out of school and should the arrangements be proven

unacceptable, give parents and guardians reasonable opportunity to change arrangements.
- To provide details on how communications between Giggleswick School, overseas parents and educational guardians will operate.

3. DEFINITION OF EDUCATIONAL GUARDIANSHIP

An **educational guardian** is a responsible adult or organisation appointed by the parents of an overseas student who has delegated responsibility for the pupil when the parents cannot be immediately available. The guardian must be:

- Over 25 years of age.
- Resident in the UK.
- Fluent in written and spoken English and able to provide a point of contact for the School 24 hours a day in case of emergency.
- Available to support the student in emergencies, during holidays, and at other times when the school is closed. For this purpose, the Guardian should reside within three hours' travelling distance from the School, by either car or public transport

4. UKVI COMPLIANCE

In line with UKVI immigration changes (2025), Giggleswick School requires:

- All international students under 18 to have a UK-based educational guardian.
- The Educational Guardian and/or Guardianship providers must be accredited or certified by the Association for the Education and Guardianship of International Students (AEGIS) or by the Boarding Schools' Association (BSA), unless it is a family member or friend who meets the guardianship conditions as set out in this policy.
- The Educational Guardian to hold British or settled status.
- Guardianship arrangements to be in place before the student arrives in the UK. Where international students need to apply for a student visa in order to study in the UK, the required CAS (Confirmation of Acceptance to Study) number will not be issued until the School is satisfied that appropriate Guardianship arrangements are in place.
- Guardianship details to be submitted to the school and updated as necessary.

5. RESPONSIBILITIES OF THE EDUCATIONAL GUARDIAN

The guardian must:

- Provide a safe and welcoming environment during school holidays or in emergencies. This includes periods of long-term illness and disciplinary measures. Regardless of the child's age, unsupervised stays in hotels, bed and breakfast accommodation or University Halls of Residence do not provide an adequate level of accommodation or care.
- Attend parent-teacher meetings and represent the parents when necessary.
- Be available to liaise with the school regarding pastoral, academic, and welfare matters. To be familiar with the School's rules, regulations and policies and support the Giggleswick School Values.
- Ensure the student complies with visa conditions and UK laws and ensure that legal documents such as visas and registration documents are kept up to date and renewed/updated when necessary.
- Act in loco parentis in emergencies, including medical consent. If Guardians are going to be away from their UK home, for however short a time, they must notify the appropriate Housemaster/Housemistress. 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 parents to act on their behalf.

5.1 PRIVATE FOSTERING

Private Foster Care Arrangements. Private fostering is any arrangement whereby a child under the age of 16 (or 18 if the child has a disability) is placed for 28 days or more in the care of someone who is not the child's parent(s) or a 'connected person'. A connected person is defined as a 'relative, friend or other person connected with a child'. The School must notify the local authority of any private foster care arrangements, and will do so on a case-by-case basis

6 RESPONSIBILITES OF PARENTS

Parents retain overall legal and parental responsibility for their child at all times. Parents are required to:

- Appoint a suitable guardian before the student arrives in the UK.
- Complete the Educational Guardian Parental Consent Form (see Annex A).
- Ensure the guardian understands and accepts their responsibilities and has completed the Educational Guardian Form (see Annex B).

- Inform the school immediately of any changes to guardianship arrangements in writing to the school.

7 RESPONSIBILITES OF GIGGLESWICK SCHOOL

The school will:

- Maintain accurate records of guardianship arrangements.
- Contact the parents and Educational guardian in case of emergencies or concerns.
- Ensure that students are not left without appropriate care during holidays or school closures.
- Provide support and guidance to students, parents and Educational guardians as needed.

8 SAFEGUARDING AND WELFARE

All guardianship arrangements must comply with the school's safeguarding policies and UK child protection laws. Giggleswick School reserves the right to reject guardianship arrangements that do not meet safeguarding standards. Guardianship arrangements must never compromise the safeguarding or welfare of the child.

Following a stay with a guardian all pupils complete a feedback form. This process enables the school to protect the welfare of the pupils.

9 MONITORING AND REVIEWING

This policy will be reviewed annually by the DSL, Head and Governors or more frequently in response to changes in UKVI guidance or school procedures.

10 LINKED POLICIES

- Safeguarding Policy & Procedures
- Behaviour, Rewards & Sanctions Policy
- Anti-Bullying Policy
- Missing Pupil Policy

11 CONTACT INFORMATION

For queries related to Educational guardianship, please contact:

Emma Jane Wharton
Assistant Head – Pastoral and DSL

[ejwharton@giggleswick.org.uk]
[01729 893192]

ANNEX A: EDUCATIONAL GUARDIAN PARENTAL CONSENT FORM

GIGGLESWICK SCHOOL

Parental Consent Letter

To whom it may concern,

Student full name:
Date of birth:
Nationality: **Passport number:**

We can confirm that we are the biological parents of [APPLICANT].

- We can confirm that our child will commence studies in [month term starts] at Giggleswick School, an independent school in the UK. We can confirm that we give our consent to any national or international travel which our child needs to undertake between school and travelling home.

- We can confirm that we both give our consent to this arrangement and to any national or international travel which our child needs to undertake between school and travelling home. We also confirm that we will be financially responsible for the payment of our child's outstanding course fees. The funds are available in full throughout our child's stay in the UK.

- We would very much appreciate your assistance in granting our son/daughter leave to remain so that he/she may continue his/her studies in the UK.

Yours Faithfully,

Mother's full name
Signature (wet)
Date:
Full Address:

Father's full name
Signature (wet)
Date:
Full Address (if different to above)

ANNEX B: EDUCATIONAL GUARDIAN FORM

GIGGLESWICK SCHOOL

Letter of Undertaking - Guardian

To assist the School in caring for the children of parents living overseas, the School requires parents to nominate an Educational Guardian in the UK. Please refer to the Educational Guardian Policy. Having a suitable Educational Guardian is a condition of entry to the School and we expect the Guardian you have nominated to formally accept their responsibilities for the duration of your son's time at Giggleswick School. Please ensure both you and the appointed Guardian complete and return the forms, copy of the guardian ID and proof of guardians address to cas@giggleswick.org.uk

Name of pupil:

I/we the parent(s) of the pupil above have read & understood the information about education guardians contained in the Parents Handbook on the Parents Web.

We confirm that we have appointed the following person to act as education guardian for our son/daughter during their attendance at Giggleswick School:

Name:

Relationship: (e.g. family member or agency)

Address:

Postcode:

Telephone: (daytime) (evenings) (mobile)

Email:

We would like them to receive a copy of all school mailings and we would like them to have access to academic information on the Parent Portal YES/NO

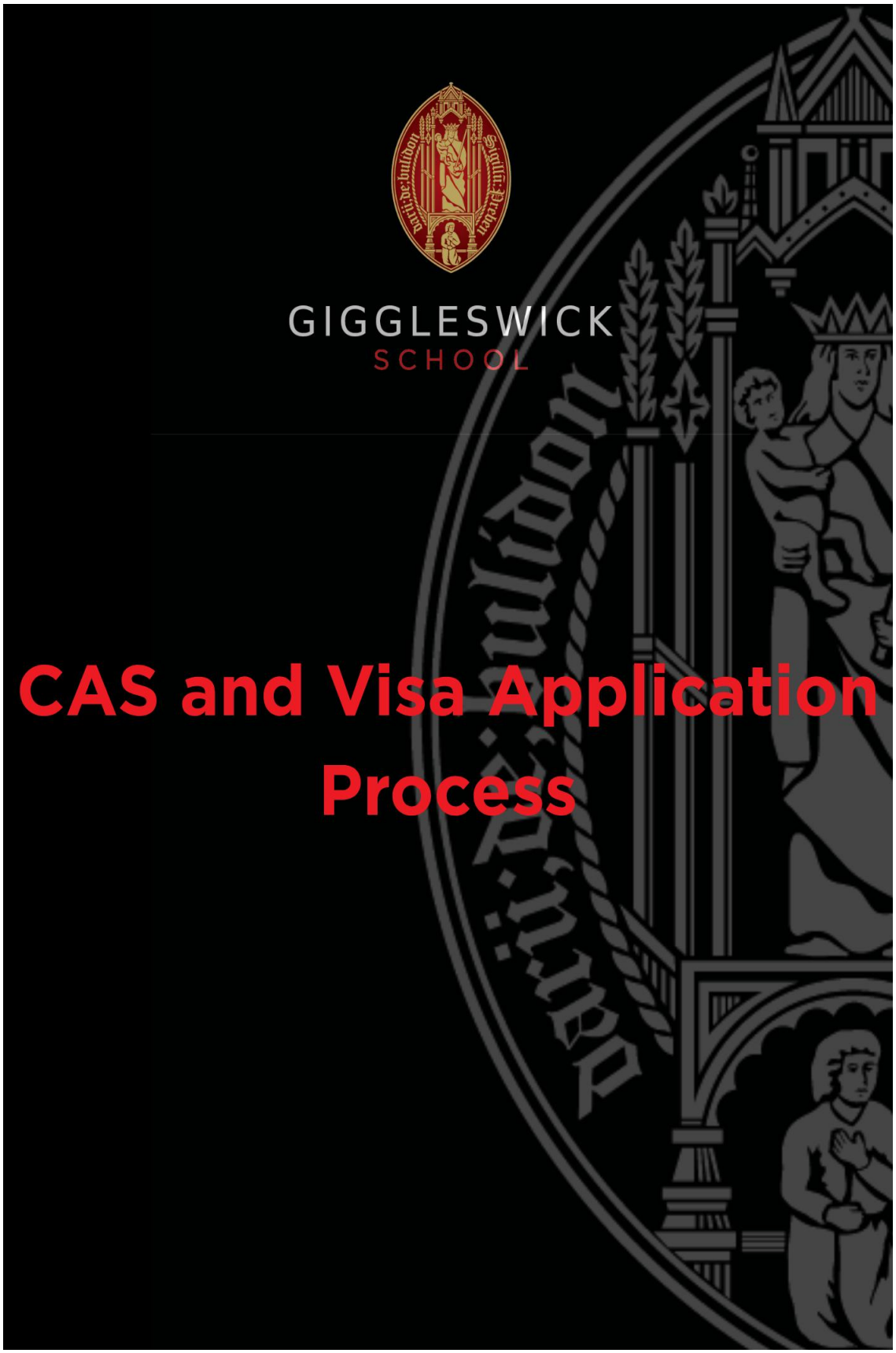
I/we understand that I/we will be liable for any fees that these agencies charge with respect to my/our son/daughter and that these fees will be paid directly to the agency concerned.

Signed: (parent 1) .....

Signed: (parent 2) .....

Guardian full name and signature .....

ANNEX C: INFORMATION TO PARENTS



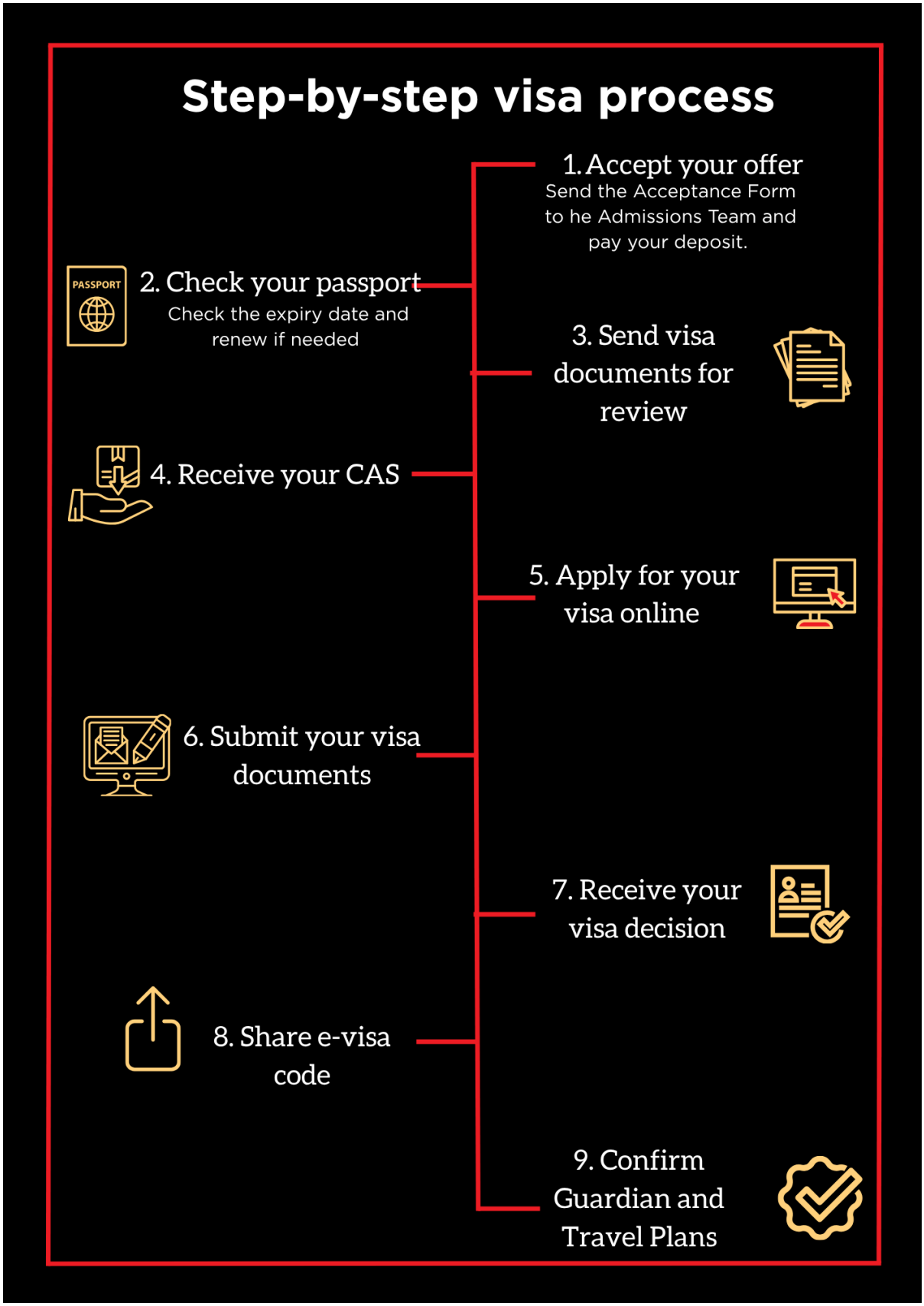
Welcome to Giggleswick School!

We know that applying for a visa can feel a little daunting — but we're here to make this part of your journey to Giggleswick as smooth and straightforward as possible.

If your child is a UK or Irish citizen, you do not need to apply for a visa. For all other nationalities, a Child Student Visa will be required.

Please also check your child's passport — it must be valid for travel and have sufficient time remaining. If it's due for renewal, please arrange this as soon as possible, as a valid passport number is required before we can issue your CAS (Confirmation of Acceptance for Studies).

Our friendly Admissions Team is always happy to help — if you have any questions, please contact us at
✉️ cas@giggleswick.org.uk


Step-by-step visa process
1. Accept your offer
Send the Acceptance Form to he Admissions Team and pay your deposit.
PASSPORT
2. Check your passport
Check the expiry date and renew if needed
3. Send visa documents for review
4. Receive your CAS
5. Apply for your visa online
6. Submit your visa documents
7. Receive your visa decision
8. Share e-visa code
9. Confirm Guardian and Travel Plans

When to Apply

Timing matters — applying too early or too late can delay your visa.

- Outside the UK: You can apply up to 6 months before the course starts.
- Inside the UK: You can apply up to 3 months before the course starts.
- The visa application must be submitted within 6 months of receiving your CAS.

⚠️ Important:
You cannot travel in or out of the UK while your application is being processed. The application date is when the online form is submitted and payment is made.

Health Care and Visa Fees

When you apply for the Child Student Visa, two fees must be paid online:
1. Visa application fee: £524
2. NHS Healthcare Surcharge: £776 per year of study this is also known as the IHS fee.

The NHS surcharge gives your child access to the UK's National Health Service during their stay — even if you also have private insurance.

You'll pay both fees during the online visa application.

Tuberculosis (TB) Certificate

Your child may need a TB test if they live in one of the countries listed by UKVI.

- The test must be done at a UKVI-approved clinic.
- A negative certificate is valid for 6 months and must be included in the visa application.

You do not need a TB test if:

- Your child has lived in a country not listed by UKVI for at least 6 months, or
- They are a returning UK resident who has been away for less than 2 years.

👉 Check the full country list and approved clinics on the UK Government website.

Visa Decision and Next Steps

Once your visa has been processed, UKVI will send you a decision letter.
If successful, you will receive either:

- A 90-day visa vignette (sticker in your child's passport), or
- An online share code showing your child's immigration status.

📨 Important:
Please email your share code or vignette details to cas@giggleswick.org.uk as soon as you receive them.

We will also check your child's visa details on their first day at school to ensure everything is in order.

Processing times vary — check the latest information on the UKVI website.

Faster (priority) services are available for an additional cost.

Documents that you need to share with us

1. Proof of Funds

💷 Show that you can pay one year's boarding fees.

- The easiest way is to pay in advance — we'll include this on your CAS.
- Or, provide bank statements showing the funds have been held for 28 days before your application.
- Some nationalities (e.g. USA, EU, Japan, Australia) may not need to provide financial proof.

2. Parental Consent Letter

✍️ A signed letter from both parents or legal guardians confirming:

- Consent for the visa application
- Consent for travel and living arrangements in the UK
- Consent for your child to study at Giggleswick
- (We can share a simple template if needed.)

3. Confirmation of Entry History

📧 Please email admissions@giggleswick.org.uk to confirm that your child has never been refused entry to the UK.

4. Parent information

- Copy of mother's passport
- Copy of father's passport

House Information

You're almost there — we can't wait to welcome your child to Giggleswick!

Before travel:

- Send us your child's flight details and travel plan.
- Share this with both cas@giggleswick.org.uk and their Housemaster or Housemistress.
- Students aged 16+ may be interviewed by UK Border Officers.
- They may be asked about the school, location, or boarding house — this is normal.

Education Guardian Reminder:
All pupils under 18 must have a UK-based guardian who lives within a reasonable distance of the school. Guardians will need to:

- Complete our Guardian Form
- Send us identification
- Send us proof of address

Guardians cannot live more than 3 hours away from the School.

If you need help finding one, visit www.aegisuk.net for approved options.

Need a Hand? We're Here to Help!

We know this process can feel detailed — but you're not alone.
Our Admissions Team is here to guide and support you every step of the way.

If you have any questions or need help with documents, please get in touch:
cas@giggleswick.org.uk

We look forward to welcoming your family to Giggleswick and beginning this exciting journey together!

Expectations of Guardians

3. Accommodation Standards
Guardians or host families must provide:

- A private bedroom and a safe, caring home environment.
- Inclusion in family activities and appropriate supervision (recommended adult:pupil ratio 1:3).
- A quiet place to study, access to outdoor space, and facilities for snacks or drinks.
- Accommodation within reach of local amenities.
- A commitment to ensure pupils comply with school rules and UK law.

Accommodation such as hotels or unsupervised lodgings is not acceptable.

4. Communication and Conduct
The Educational Guardian must:

- Keep the school informed of all holiday and Exeat plans at least one week in advance.
- Immediately notify the school and parents if a pupil fails to arrive at an agreed destination.
- Stay informed about school events and activities to support the pupil's engagement.
- Never provide false or misleading information regarding a pupil's whereabouts or travel.
- Ensure accommodation, food, and supervision meet or exceed boarding standards at Giggleswick.

Finally, no employee of Giggleswick School may act as an Educational Guardian for a current pupil.