



## GUARDIAN POLICY FOR PUPILS LIVING ABROAD

Whilst communication with overseas parents is much more straightforward than it once was, it is a condition of entry to Eastbourne College that every pupil whose parents are resident abroad has a suitable educational guardian living in this country. The College strongly recommends appointing an accredited educational guardian for this purpose. Reliable local guardianship agencies approved by AEGIS (Association for the Education and Guardianship of International Students) [www.aegisuk.net](http://www.aegisuk.net) can be found online. There are also other guardian agencies accredited through other quality organisations, such as the Boarding Schools Association [BSA Certified Guardian Scheme | International Boarding | The BSA Guide \(ukbsa.com\)](http://www.ukbsa.com). However, the College position is that the choice of a guardian is the responsibility of the parents.

The choice of a UK school for the education of a child from overseas is difficult, and you will have chosen Eastbourne College secure in the knowledge that it offers an excellent pastoral care system. Even so, we feel it is vital for a child's welfare and happiness that there is someone outside the school, but who lives reasonably close, to turn to for support and guidance to complement the care from within the school.

An educational guardian should provide support for a family if a child from abroad is at school in the UK and may be separated from parents overseas, perhaps by thousands of miles. He or she is expected to take a personal interest in the progress and welfare of the pupil; the extent of this must naturally be a matter of agreement with the pupils' parents. The College strongly encourages guardians to attend school functions such as annual parents' evenings, house and school performances a pupil is involved in, and whole school events, on behalf of parents who cannot be present. Some events such as house forums, happen online and attending these is useful to understand how things operate and are working from a house perspective. Boarding houses and their staff will always welcome guardians, as they would parents, both for specific events or as casual visitors. Copies of eRC grades, end of term reports and other correspondence can also be sent to guardians (we recommend this, with the permission of the parents). The guardian must be prepared to look after the child if the school has to follow UK public health advice and quarantine pupils in order to control an outbreak of infection. The guardian might also be called upon to represent the parents' wishes in the unlikely event of a child becoming seriously unwell, hospitalised or injured.

The guardian should also be prepared to provide care and supervision during exeat weekends, half-term holidays and other holidays not spent at home abroad, as well as helping with the organisation of travel arrangements. This can also be an important opportunity, particularly for pupils from overseas, to experience staying in a family home in England, getting to know their guardian and joining in family life. The College also occasionally requires a guardian who is readily available to assist with academic or personal matters as they arise or to provide temporary accommodation at very short notice (eg in the event of serious illness, accidents or serious disciplinary matters where suspension has been invoked as an intervention).

The guardian should also put pupils up for the night immediately after the end of term sessions if a late-night flight cannot be organised, in order to enable pupils to experience the end of term events with the rest of the College community.

Experience shows that these responsibilities can be rewarding and that being a guardian makes a significant contribution to ensuring that boarding is a happy and enjoyable experience for young people from overseas.

If at the start of the academic year the School deems that the guardianship arrangements in place are inadequate, it will notify parents and insist that the terms of this policy are met by the first exeat in the Michaelmas Term. If at any other time during the School year the School deems the guardianship arrangements to be unsatisfactory, it will insist that the terms of the policy are met within three weeks of the parent being notified. Failure to appoint a suitable educational guardian in the time allowed may result in the pupil losing their place at the School. The School also reserves the right to invoke emergency guardianship cover (as and when it deems it to be necessary and without necessarily having to gain approval from the parents) by employing the services of a guardianship agency (accredited by AEGIS) who will appoint a host family for the child; the cost of such an intervention will be charged to the parents' account, for so long as such temporary arrangements continue. This also applies to any families for whom the normal guardianship requirements may have been initially waived by the College.

If at any stage a parent chooses to change educational guardian, they must notify the School promptly by contacting their daughter / son's housemaster / mistress and the College Reception, and provide all necessary details in order to provide continuous care. Advice or clarification on guardianship can be sought from the housemaster / mistress, the Deputy Head Pastoral or the Admissions team.

#### An educational guardian should:

- be the independent choice of a parent and not an allocated guardian by the school
- not also be the educational agent, unless agreed with the Director of Admissions and Marketing
- normally be at least 25 years old and live within reasonable travelling distance from Eastbourne (we recommend a maximum of 1-2 hours from Eastbourne)
- not be involved in travelling overseas other than for personal holidays
- not be a student at university
- care for the pupil in an emergency (e.g. airport closure, in the event of infectious or serious illness, hospitalisation, or if the school is closed due to a pandemic, etc.)
- be prepared to take temporary care if a pupil has been suspended for a serious breach of the school rules
- look after a pupil (as agreed with the parents) at exeats (starting either Friday or Saturday evening) and holidays, including when travel arrangements to and from home do not coincide adequately with the relevant times and dates published in the White Book (school calendar)
- be able to be contacted at all times and notify the College of any change of address or contact details, including for short periods of time such as holidays
- ideally be able to legally drive in the UK

## GUARDIAN CONTACT DETAILS FOR PUPILS LIVING ABROAD

Please provide the following information about your chosen educational guardian. Please complete the form in English and return it to [admissions@eastbourne-college.co.uk](mailto:admissions@eastbourne-college.co.uk).

The below educational guardian details must be provided by the biological parent / legal guardian of the said pupil. Both the educational guardian and the biological parents must sign this form.

<b>Name of Pupil:</b>	
<b>Guardian Agency:</b>	<b>Contact Name: Mr / Mrs / Miss / Ms / Dr</b>
<b>Full Postal Address of Agency:</b>	<b>Guardian Name and Full Postal Address:</b>
<b>Post Code:</b>	<b>Post Code:</b>
<b>Daytime Telephone:</b>	<b>Daytime Telephone: Mobile Telephone:</b>
<b>Mobile Telephone:</b>	
<b>Email:</b>	<b>Email:</b>
Does the Guardian named above wish to receive copies of College correspondence? (E.g. school reports, eRC grades). <b>YES / NO</b>	
Do you give the Guardian named above permission to complete online Holiday Travel Arrangements which is available via the parent's portal? <b>YES / NO</b>	
Do you give the Guardian named above permission to complete OPEROO (portal for school activities and clubs) which is available via the parent's portal? <b>YES / NO</b>	

If the guardian above is a blood relative or good acquaintance, please provide further details, ie relationship to pupil, as well as a copy of their passport and a utility bill to confirm their name and address. The College strongly recommends appointing an AEGIS accredited educational guardian.

Pupils must return to their permanent home with parents for the summer holidays. The Christmas and Easter holidays are typically 3 weeks and the October half term is 2 weeks of duration; most pupils travel to their permanent home for these. The February and May half terms are one week in length and pupils from abroad tend to spend these shorter breaks as well as the weekend exeats (5-6 / year when the school is closed) with their UK guardian. If this is not the case, or if the pupil is not travelling directly home for holidays, please give the name and address of the responsible adult person with whom the pupil will be spending the Leave. It is the responsibility of the parent/guardian to ensure that satisfactory arrangements are made. By signing this agreement, you are agreeing to keep us informed of any subsequent changes to the Guardianship.

Please note it is not acceptable for any pupil to stay unaccompanied during leave out weekends and holidays; they must be in the care of someone appointed by the biological parents.

All parents of pupils based overseas are required to complete our Holiday and Travel Arrangements form for each holiday, half-term and exeat weekend. The same form must be completed if pupils take an additional leave weekend. The online form is linked to the College website accessed via the parent portal. Once you have received your login, you will see a link called *Holiday Travel Arrangements*; this will take you to the online form that you can fill out. This form needs to be completed at least a week before each holiday, half-term and exeat.

The school is required by UK law to maintain a log of pupils whereabouts during non-term time periods. Failure to keep the College updated with travel arrangements may jeopardise your child's place at the College.

As the biological parent /s of this pupil I can confirm that I / we have read and understand the educational guardian policy.

Parent Signature:	Printed name in full:
Relationship to child:	Date:

Parent Signature:	Printed name in full:
Relationship to child:	Date:

As the named guardian to this pupil, I can confirm that I have read and understand my obligation as an educational guardian

Signature:	Printed name in full:
Relationship to parents:	Date:

Policy annexe – see over

Date of this policy:	February 2025
Policy drawn up by:	WL
Date of next policy review:	April 2025
Date for publication of revised policy:	May 2025

Guardianship policy annexe:

Arrangements for ESU students and older pupils on special programmes

Very occasionally, the College enrolls a pupil via the English Speaking Union exchange programme, or a similar but bespoke programme from a country where English is not the main language.

These pupils attend Eastbourne College as a life-enriching and educational experience of attending a top British boarding school in a beautiful part of the world. The majority of the educational and developmental experience is through attending school as a pupil during term times, with other pupils in their academic cohort. These pupils tend to be enrolled into Y13 and quite often they may be a year older than their fellow pupils in the cohort. For all of these term-time periods, including term-time weekends, these pupils (on ESU or special programs) must follow the same expectations and rules as all other pupils.

Systems for these differ slightly from other pupils; in part because they are probably slightly older than their peers and as part of their program, will wish to travel and see the sights of the UK and possibly Europe unaccompanied outside of term time, at formal exeat, half terms and holidays. At these times they are not authorised to take other pupils with them / take responsibility for them. But our guardianship policy allows greater freedoms for these pupils, reflecting their age, non-term-time status and wish to take advantage of travel. Note there are elements of our disciplinary policy which may be invoked during such holiday periods. More detail can be found in our Rewards and Discipline Policy.

For such pupils, parents must supply a named UK resident guardian, over the age of 23 who must serve as the emergency contact for all such periods and who will take full responsibility for the pupil if a problem during such a trip, emerged. Such a person must be readily available and committed to the role – ie not be a “name on a sheet of paper”. Unlike for other pupils, there is no requirement for the pupil to go and stay with this contact during all formal school breaks. They may travel around the UK and across to the EU unaccompanied and unlike other school pupils, may stay in hotel etc accommodation unaccompanied\*. But it is the responsibility of the pupil and the adult contact to know the pupil’s plans and whereabouts at all times and to be prepared to intervene and support in an emergency.

\*If the pupil is being sponsored by Eastbourne College with a Child Student Visa or Student Visa, to meet UKVI compliance, the parents (or appointed guardian) must complete the Holiday Travel Arrangements form for each holiday, half-term and exeat weekend. The same form must be completed if the pupil takes an additional leave weekend. The online form can be found on the parent portal and must be completed at least a week before each holiday, half-term and exeat.

The school is required by UK law to maintain a log of pupils whereabouts during non-term time periods. Failure to keep the College updated with travel arrangements may jeopardise the pupil’s place at the College.

Finally, note also the guardian is expected to take responsibility for the pupil in situations during term time which may include:

- providing accommodation and day-day support in the event of unavoidable school closure
- travelling to a local hospital in the event whereby the pupil requires serious medical intervention and / or care, and / or decisions to be made on behalf of parents and / or which necessitate more than one overnight stay
- providing overnight pastoral care and supervision in the unlikely event where a pupil is suspended from the College for a serious disciplinary problem
- it is also expected that the guardian would travel to the school to attend the two normal scheduled U6 parents meetings, in support of the pupil

If an appointed guardian’s provision is deemed insufficient, the school will require the parent changes arrangements. It may also invoke use of an emergency guardian as per our standard terms.

PTO

Parents should sign here to confirm their understanding, agreement and consent to this policy annex:

Name of pupil on ESU or similar special program:	
Name of parent:	
Please sign in the box opposite to confirm that: I, the parent, understand and will adhere to the statements in the Guardianship Policy Annex regarding ESU pupils and those on similar special programs:	
Name of UK resident assigned to the role of guardian for my child:	
Address, phone number and email address of special contact:	