

KENSINGTON
PARK SCHOOL

Boarding Guardianship Policy

(Including Independent Living Request and
Guardianship Agreement Form)

This policy is reviewed by the Head of Sixth Form, Head of Senior School and the Head of Boarding

Most recently reviewed by:

S. Bunger Date: February 2025

Next review: February 2026

Introduction

All international students at Kensington Park School are required to have an Education Guardian while residing in the Boarding House at Princess Beatrice House. Guardianship provides another means of support for an international student while they are in the UK, and allows them to have another adult outside of the Boarding House who they can turn to for assistance or advice, and who will provide accommodation when the Boarding House is closed and it may be impractical to travel home.

The selection of an appropriate Education Guardian must be done by the student's parents, and they must fully satisfy themselves as to the suitability of their chosen guardian. Kensington Park School may be able to provide details of agencies who have acted as guardians to students from the Boarding House in the past, but we may not recommend any specific agency.

The parent should read the below information and return the 'Guardianship Agreement – Parent' Form (see Appendix 1) to the KPS Admissions Team. The guardian should read the below information and return the KPS 'Guardianship Agreement – Guardian' Form (see Appendix 2) to the KPS Admissions Team. The guardian should contact the Head of Boarding to arrange a brief meeting / video call/ telephone call at least **one week before term begins**.

Guardian Requirements

- A Guardian must be a nominated friend of the family, another family member, or be employed by a professional Guardianship Agency.
- A Guardian must be over 25 years of age and should not be a full-time student.
- A Guardian should have a permanent or semi-permanent place of residence in the UK and must ideally live within one hour travelling distance from the Boarding House or school.
- A Guardian should be English-speaking and able to provide a point of contact for the Boarding House at all times.
- A Guardian must, in the parents' absence, liaise with the boarding house over school holiday and exeat arrangements including details of travel arrangements. Ideally this will be done by email.
- A Guardian must provide accurate contact information (including telephone/ mobile, email and full address contact details) to the Admissions team and regularly update this information as necessary

A Guardian must provide safe and suitable accommodation, and appropriate care and supervision for the student during periods when the student cannot be accommodated at the Boarding House (including periods of long-term illness or where disciplinary measures require the student to reside away from the Boarding House). Regardless of the student's age, we do not consider unsupervised stays in hotels, bed and breakfast accommodation or University Halls of Residence to provide an adequate level of accommodation or care.

- If a Guardian is going to be away from their UK home, for however short a time, they must notify the Head of Boarding. 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.
- A Guardian (and, where possible, the student's parents) are expected to meet with the Head of Boarding in advance of the student beginning their studies at Kensington Park School. They are encouraged to maintain regular contact with their charge and are warmly welcomed to visit the Boarding House by appointment.
- A Guardian should be familiar with the Boarding House rules, regulations and policies and should be willing to support KPS's aims and values.
- A Guardian must ensure that legal documents such as visas and registration documents are kept up-to-date and renewed/updated when necessary.
- A change of Guardian must be communicated promptly to the Head of Boarding in writing, providing all necessary details and completed paperwork in order to facilitate continuous care.
- Where the pupil is studying with Kensington Park School on a Tier 4 Visa, and the guardian is facilitating travel arrangements to and from the UK, and collecting the child on arrival in the UK, they must immediately contact both parents and the boarding house in the event that the pupil does not reach them at the specified time, whether that be arrival at an airport or at their home.

Authorisations

Parents must grant the authority to the Education Guardian such that:
They may attend the Boarding House in case of emergency and, if deemed necessary by Kensington Park School (provided that the Education Guardian informs the Parent(s) immediately);

- They may make all necessary travel arrangements including delivering and collecting the student to and from the appropriate airport or railway station, and delivering them to or collecting them from the Boarding House at the beginning and end of term;
- They may grant consent for the student to stay away from the Boarding House overnight;
- They may be granted the responsibility, together with the parent, for ascertaining the whereabouts of the student should they not return to the boarding house when expected;
- They may collect and accommodate the student in their home/ arrange the safe accommodation of the student in the event that the student is too ill to remain in the Boarding House;
- They may collect and accommodate the student in their home or arrange the safe accommodation of the student in the event that the student is excluded for non-payment of fees or suspended for disciplinary or other reasons;
- They may collect and accommodate the student in their home or arrange the safe accommodation of the student at half-term and during holidays and at the beginning and end of term if required;
- They may arrange and, if appropriate, attend medical appointments for the student;
- They may provide consent for the student to receive emergency medical treatment in the event that it proves impossible to contact parents in the appropriate time (and school staff are not able to do so in accordance with School Policy);
- They may, if necessary, liaise with the Head of Boarding, or other boarding staff members, in connection with matters related to health, welfare and educational progress of the student.

Private Foster Care Arrangements

The following applies to any student under the age of 16 (or under the age of 18, if disabled):

- Any Education Guardian who is not a close relative (defined as: brother, sister, aunt, uncle, grandparent or step parent) of the student, and with whom a student will be staying for a period of 28 days or more while they are a student at the school (for example during a long holiday between terms), is considered by the state to be providing a Private Foster Care Arrangement. Anyone providing a Private Foster Care Arrangement must inform and receive in advance all necessary approvals from the local authority of the borough in which they reside. Failure to do so without reasonable cause is an offence under the Children's Act 2004.
- Kensington Park School must inform the local authority of any Private Foster Care Arrangement where that arrangement has been made, or appears to have been made, without all necessary approvals having been properly obtained in advance from the local authority. The Head of Boarding will therefore require evidence of approvals from any Education Guardian who will be providing accommodation to any pupil in a Private Foster Care Arrangement.

Appointing an Educational Guardian

- 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 KPS is satisfied that appropriate Guardian arrangements are in place. Your child will not be permitted to begin studying with Kensington Park School unless appropriate Educational Guardian arrangements are in place and the appointed Guardian has made appropriate contact with the Boarding House.
- Additional information can be found via AEGIS (The Association for The Education and Guardianship of International Students), an organisation which inspects and accredits guardianship providers in the UK and works to promote the welfare of international students. Please see their website for further details: www.aegisuk.net

Independent Living Request

- If students decide to leave the boarding house, they must complete an Independent Living Request Form with details of their new address. The Head of Sixth Form must also meet the guardian.

Appendices: These forms can be found on Firefly under the boarding section

Appendix 1

**Kensington Park School
Education School Guardianship Agreement - Parent**

This form should be completed and signed by the parents and returned, together with the Education Guardian Agreement at Appendix 2, to Admissions.

Name of Student:	
Date of Birth:	

If using a Guardianship agency, please provide details below:

Agency Name:	
Telephone Number:	
Email Address:	

OR – if using a Guardian who is a personal contact, please provide details below:

Name	
Address:	
Telephone Number:	
Email Address:	
Relationship to student:	

I hereby authorise the person or agency named above to accept and exercise responsibility for my son/daughter as outlined by the terms of the Kensington Park School 'Boarding Guardianship Policy' and, should it not prove possible to contact me, to take any necessary decisions requested by the KPS Boarding House, should the need arise, while he/she is resident there.

Signature of Parent:

Date:

I confirm that the guardianship provided to the pupil (tick as appropriate)

Will not at any time constitute a Private Foster Care Arrangement as defined in section 4 above (for instance, if the child is aged 16 or over).

OR

Will/may constitute a Private Foster Care Arrangement as defined in section 4 above. I have sought and received all necessary approvals from the Local Authority and will provide evidence of Local Authority approval to the School.

Signature of Parent:

Date:

**Appendix 2
Kensington Park School
Guardianship Agreement Education Guardian**

Name of Student:	
Date of Birth:	

Name	
Address:	
Telephone Number:	
Email Address:	

I, the person or agency nominated above, agree to accept responsibility for the named child on the terms outlined in Kensington Park School Guardianship Policy above, and confirm that I shall be available to be contacted in an emergency when it is necessary for accommodation to be provided (eg. at half-terms or in an emergency). I will attend events at Kensington Park School as requested, and liaise with the Head of Boarding when requested in advance of the pupil's commencement at Kensington Park School.

Signature of Guardian :

(agency or personal contact)

Date:

I, the person or agency nominated above, confirm that the guardianship provided to the pupil (tick as appropriate)

Will not at any time constitute a Private Foster Care Arrangement as defined in section 4 above (for instance, if the child is aged 16 or over).

OR

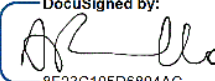
Will/ may constitute a Private Foster Care Arrangement as defined in section 4 above. I have sought and received all necessary approvals from the Local Authority and will provide evidence of Local Authority approval to the School.

Signature of Guardian:

Date:

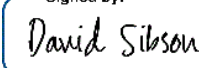
(Agency or personal contact)

Headmaster

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20 February 2025

KPS Advisory
Board Member

Signed by:

7F3EBEB9A7C6488...

21 February 2025