



REPTON

Guardianship Policy

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Guardianship Policy

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1. Introduction

- 1.1. It is a policy of Repton that ALL students, including Sixth Form, whose immediate parents live abroad must have a UK based guardian.
- 1.2. During term time the School is legally responsible for safeguarding and promoting each Pupil's welfare. However, there are times (e.g. half term holidays, exeat weekends or when a Pupil is excluded by the School etc.) when the School must be able to hand over these responsibilities to a properly appointed guardian.

2. Terminology

- 2.1. School or We or Us means Repton or Repton Prep as now or in the future constituted (and any successor). The School is constituted as a charitable company limited by guarantee.
- 2.2. Parents or You means any person with parental responsibility.
- 2.3. Pupil means the pupil of Repton or Repton Prep named in the parent contract signed by the Parent(s).

3. Requirements

- 3.1. Pupils whose parents are based abroad must have an English-speaking contact in the UK who can be responsible for arrangements at the beginning and end of each term and for the care of pupils during half-terms, exeats and in emergencies (a "guardian").
- 3.2. The guardian should be a permanent resident in the UK, be a responsible, trusted "safe" family member, be over the age of 25, able to converse fully in English and be capable of exercising proper and adequate supervision.
- 3.3. The guardian must be within 2 hours travelling distance (by car or public transport) from Repton Prep and within 3 hours travelling distance (by car or public transport) from Repton.
- 3.4. Suitable guardians might be family members resident in the UK.
- 3.5. If you choose to use a family member as a guardian then this person must not be acting as a guardian for any other pupil at Repton or for any other pupil or student at any other educational establishment and must not make any financial charge for their services in any way. If they are acting for others or making a charge they are classed as "Professional Guardians" and must have AEGIS or BSA accreditation.

- 3.6.** Your family member will be required to submit proof of age and residency. Suitable documents are passport, drivers' licence, utility bill etc.
- 3.7.** If you do not know such a person willing to act as a guardian then please follow this link https://aegisuk.net/organisations/?college=Guardianship&org_type=gold-standard to the companies who are on the AEGIS Accredited Guardian List. You may also explore the BSA scheme and should follow this link to find out more: [BSA Certified Agent and Guardian Scheme | UK Top Boarding Schools | UK BSA](#) Guardians whether family friend or Professional Guardian must be prior approved by Repton and put on our database, otherwise they will not be able to act as a Repton Guardian. (Please see Appendix A).
- 3.8.** It is a school policy that Pupils do NOT live in rented, or any accommodation, during UK holiday, or at other times during term time when not at school, without their responsible adult guardian or Parent being present for the whole duration of the stay.
- 3.9.** Pupils without a prior approved guardian will NOT be admitted.
- 3.10.** Members of staff at Repton/Repton Prep are not permitted to act as a guardian to a pupil enrolled at Repton/Repton Prep.
- 3.11.** The School may make exception to some of the above in certain scenarios as long as the School's 'Emergency Guardianship Policy and Form' has been read and completed by the family and an adult whom the School regard to be suitable to act as a short term guardian. This will be a local close family friend or relative, or professionally accredited guardian in the absence of that pre-existing relationship, or on rare occasions the family of a pupil at Repton with whom the family and pupil requiring guardianship are well familiar.
- 3.12.** The School may also make exception, if deemed appropriate, for families living in Ireland, Northern Ireland or the island dependencies close to the UK. Under these circumstances, the School will require the 'Emergency Guardianship Policy and Form' to be read and completed as above.

4. Guardian's Role

Guardians are required to agree to all of the following:

- 4.1.** To act with delegated parental authority in the case of an emergency and in other matters agreed by the parents
- 4.2.** To be able to attend School and/or to pick up their charge at short notice as required by the School.
- 4.3.** To arrange transport to and from the School at the beginning and end of each term and at the end of each holiday break, to exercise safe, proper and adequate supervision of the Pupil and to communicate all such travel details in writing to the House Parents/Head of Boarding. Arrangements for departures and arrivals should be agreed with the House Parents/Head of Boarding and be at reasonable times, which would normally be considered as between the hours of 8 am and 10pm.
- 4.4.** To ensure that the Pupil in their charge is resident with the guardian during exeats and half- term holidays, unless they are going home.
- 4.5.** To take full responsibility for the safety and moral, ethical and physical wellbeing of the Pupil in holidays during any absence from the School, for example for illness or disciplinary matters. In the unusual event of the school having to close due to an epidemic or a pandemic the guardian will be responsible for collecting and caring for the pupil.
- 4.6.** To be responsible for the transport and safe storage of all belongings at the end of each academic year.
- 4.7.** To be familiar with the School's rules, regulations and policies.
- 4.8.** To be English speaking and provide a point of contact at all times.
- 4.9.** To immediately inform the School of any issues concerning the Pupil, including any break in their guardianship for any reason, or if the guardian is discharged or a Pupil does not properly and fully comply with the requirements of this policy.

5. Passports and Visas

Careful note should be taken of any conditions which are attached to a Pupil's passport at immigration and visas must be kept up to date. It is the responsibility of the Parents to ensure that Pupil's passports and visas are kept up to date. Passports should be given to the Admissions Office for safe keeping during term time.

6. Guardian's Absence

- 6.1.** Any guardian who has plans to be away from their UK home for however short a period of time must notify the appropriate Houseparent. Contact details for that period of absence must be given and the name and address of a responsible person in the UK, fully authorised by the Parents, to act on their behalf.
- 6.2.** If an appointed guardian or replacement is not available and School requires the Pupil to be off site for any of the above stated reasons in section 3 Repton reserves the right to ask a suitable guardianship agency to arrange short-term billeting. The cost of this will be passed on to Parents. Other emergency arrangements are described in the Emergency Guardianship Policy and require separate agreement per that policy's instructions.

The Guardianship Agreement below should be completed both by the Parents and the Guardian and returned as soon as possible to the Admissions Office.

Any change of guardian must be communicated to the School in writing.

Repton School Guardianship Agreement

Please return your completed agreement to admissions@repton.org.uk

Relationship of Guardian to Parents (delete as appropriate): AEGIS / BSA / Family Member

Pupil Name _____
Full Name of Guardian _____
Guardian's Full _____
UK Address _____

Home Phone Number _____
Mobile Number _____
Email Address _____
Age of Guardian _____
Guardian Occupation _____

I confirm, as Guardian of the pupil named above, that I am prepared to act with delegated parental authority to the pupil in cases of illness or disciplinary matters, to provide a home for the pupil for half-term, exeats and holidays when the pupil is unable to go home, to deal with arrival at or departure from airports if necessary.

Signature of Guardian _____ **Date** _____

Name of Parent(s) _____

I/we confirm that I/we have asked the person named above to act with delegated parental authority for my/our child whilst I am/we are overseas. We understand that if the Guardian is unavailable, we will notify the School of who the replacement adult will be. If a Guardian or replacement is not available, we understand that the School will charge us for the pupil to be supervised by an AEGIS or BSA approved Guardian in the absence of any relevant extenuating circumstances.

Signature(s) of Parent(s):

Signature of Parents _____ **Date** _____

_____ **Date** _____

Please attach a photocopy of a Photographic ID document giving proof of Guardian's age (e.g. Passport, Driving License).



Appendix A

Guardians are always welcome at Repton and are encouraged to take as much interest in their wards as they feel able to. If you do not know of a suitable person who is able to act as a guardian there are several guardianship agencies that offer this service. It may be necessary to use the services of a guardianship agency and the School will only consider agencies that are registered with AEGIS or the BSA. The School cannot be responsible for any arrangements between parents and guardians.

AEGIS is the Association for the Education and Guardianship of International Students. It brings together schools and guardianship organisations to promote the welfare of international students and also provides a forum for best practise through regular workshops and conferences. The welfare and well-being of international students are increasingly important to UK boarding schools. AEGIS is the authoritative association for inspecting and accrediting guardianship organisations in the UK in accordance with a strict code of practise and current childcare legislation. The BSA is the Boarding Schools Association and follows the same rigorous standards.

ALL AEGIS and BSA members must comply with their code of practice:

1. To promote and provide, best and legal practise in the guardianship and hosting of all international students at independent schools, particularly those under 18 years of age.
2. To respect and support the rights, religion and customs of the international student.
3. To uphold the stated ethos and values of the school at all times.
4. To comply with the Children Act and meet the requirements of the Dept of Health and Social Services.
5. To ensure all international students have 24-hour emergency contact with a responsible adult in the UK.
6. To put in place arrangements which maintain appropriate contact with the international student, the overseas parent and guardianship family and to ensure all appropriate records are up to date.
7. To provide both pastoral and educational support as outlined in any literature and agreements.
8. To adhere to the AEGIS/BSA grievance procedures.
9. To have appropriate insurance for guardianship arrangements and to comply with UK legislation.
10. To have read and agree to adhere to the AEGIS/BSA Code of Practise and membership criteria.

For more information you can contact:

The Association for the Education and
Guardianship of International Students
(AEGIS) Yasemin Wigglesworth
The Wheelhouse, Bond's Mill Estate, Bristol
Road, Stonehouse Gloucestershire
GL10 3RF
Tel: +44 (0) 1453 821 293
Email: info@aegisuk.net Website:
www.aegisuk.net

Caroline Nixon
The Boarding Schools Association 167-169
Great Portland Street
5th Floor London W1W 5PF
Tel: +44 (0) 20 7798 1580
Email: bsa@boarding.org.uk
www.boarding.org.uk

Repton would welcome any feedback that our parents or students have on any of the AEGIS member organisation.

Version History/Amendments			
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23.07.24	ALC	Reformatting of policy	1.0
24.07.24	ALC	Minor changes to staff responsibilities	1.1
25.07.24	ALC	Major rewrite of policy	2.0
01.09.24	DLC	Formatting	2.1

Links to Other School Policies
If there are no linked policies please say so.

Links to External Policies, Legislation or Guidance
If there are no links, please say so.