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Dear Parents and Guardians,

As you know, it is a UKVI requirement that a guardian be appointed in this country to be responsible for your child if you do not reside in the UK. It is also, perhaps, a provision that should be made if parents travel frequently overseas.

The nominated Guardian or Guardian Agency should not only act administratively, organise accommodation for half terms and holidays if required, but be able to act immediately in the event of an emergency, illness or an incident concerning your child. They must be in a position to collect them from school and take care of them should the circumstances arise or should any emergency event force the School to close down to cope with a crisis. We would also like to point out that if the nominated Guardian is to be out of the UK themselves during term time, you must appoint another responsible person in their absence and we must be kept fully informed of contact details.

It is imperative that we have the up to date and full contact details of your nominated Guardian and we would appreciate you completing the attached form and returning it to us as soon as possible.

Information regarding Educational Guardians and our Boarding Pupils:

- It is a condition of Wychwood School that all pupils of parents who live in international destinations (including Europe) are appointed a UK-based guardian. This includes 6th form pupils (regardless of age).
- The guardian may be a professional one or a member of the family who lives in the UK (*if it is the latter we will need to know the relationship to the pupil and full contact details*).
- We require an Educational Guardian for the following reasons:
 - For contact throughout the term as needed
 - For emergency support
- The guardians should be prepared to have or to be able to organise support for half term and holidays (up to a maximum of 28 days (continuous) per academic year) and attend events as and when necessary.
- **Please note:** the school cannot accept weekly boarding when the pupil intends to spend weekends with a homestay (as opposed to their own family). International Students can be weekly boarders, but this will constitute a private foster care arrangement if the child is under the age of 16.
- Should UK boarders' parents or guardians spend time abroad, then we will require an alternative and temporary guardian, and we would require that this guardian (relative or professional guardian) is prepared to meet the guardian requirements as set out in the guardian policy.
- It is the responsibility of the parent to appoint a guardian to ensure that they comply with the school's request and that they consider the safeguarding of their child when finding a suitable Education Guardian. Wychwood is not able to



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recommend specific guardianships but does highly recommend that you contact AEGIS (<https://aegisuk.net/>) for professional advice.

- Prior to a pupil starting at Wychwood, we will require the full details of the guardian chosen and contact details so that we may send our Educational Guardianship Policy and Agreement to the individual or company to sign.
- Should you, for any reason, decide to change your choice of Educational Guardian; we will need you to complete the Parental Educational Guardianship Form with the new details and updates as soon as possible.
- The Educational Guardian will act on the parents' behalf and therefore it is vital that the parents, the school, the pupil(s) and the Educational Guardian all understand the remit agreed.
- The Guardianship Policy Agreement provides the detail required from the parents about the remit agreed and we will need completed this prior to the start of the term or arrival to the school of the pupil. Please note that if a pupil is required to be sponsored then these forms must be completed before the CAS application process can commence. Those guardianships arranged through AEGIS provide us with a Statement of Service which states precisely your arrangement with your chosen guardian.

Guidelines on the Role of Guardian:

This section will set out the school's expectation on the role of guardian:

- Educational Guardians are responsible for caring for and where required accommodating the pupil during exams, half terms, and holidays if the pupil does not return home up to a maximum of 28 days (continuous) per academic year.
- An Educational Guardian is the first point of contact (when parents are unavailable) for Wychwood School if a problem arises that, in the opinion of the school, needs to be notified to the family or representative of said family.
- If a pupil is infectious or ill then the school will require the pupil to be nursed at the Educational Guardian's home or the Agency's appointed homestay.
- In the unlikely event of a pupil being suspended from School, then the Guardian would need to collect and take responsibility - accommodating the pupil for an agreed period.
- Should the pupil arrive by air and the arrival or departure is outside the end (or beginning) of term's travel dates, then the Educational Guardian will ensure that all flights and destinations are reached safely.
- Should travel plans not coincide with School arrangements then the Educational Guardian would be expected to plan for homestay or take personal responsibility for the pupil.
- The Educational Guardian is responsible for ensuring that should a flight be cancelled or delayed that they will take responsibility for organising alternative arrangements until a flight can be re-booked. The parent will be responsible for all necessary and subsequent costs for this including the Educational Guardian (or designated employee) accompanying where required.
- The updated National Minimum Standards for Boarding require that a mature adult (over 25 years) should be appointed and that the home they provide should



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be safe, appropriate and secure. This means that an older sibling offering university or multi-occupancy accommodation (self-contained or otherwise) is not appropriate.

- The guardian is not allowed to be on a visa and must be a minimum of settled status for EU or indefinite leave to remain if non-EU or a British Citizen.
- The guardian should be able to speak English, so as to ensure effective communication with the school
- Should you wish reports to be sent to Educational Guardians as well as copies of emails and letters, please ensure you have made this clear to the school by indicating on the following form or by sending an email to admissions@wychwoodschool.org
- No teacher, employee or anyone in their households may act as Educational Guardian or homestay to any pupil at Wychwood School.

Aspects to reflect on when appointing an Educational Guardian:

Wychwood School recommends the following -

- The Educational Guardian should be accessible to the Oxford area and within 45 - 90 mins. If an AEGIS accredited professional guardianship this may be adjusted.
- Consider what you want from an Educational Guardian:
 - If the Educational Guardian is a professional agency - has this been Gold Accredited by AEGIS (<https://aegisuk.net/>) and therefore inspected regularly giving peace of mind?
 - Will the child have to share a room?
 - What will the food being offered be like? Will the Educational Guardian offer dietary needs?
 - Will the child be able to study quietly in the room or in a designated room in the property?
 - Will the child be able to visit the area and enjoy the surroundings?
 - How old is the Educational Guardian - are they over 25 years?
 - How much experience has the Educational Guardian?
 - Will there be activities offered during the stay?
 - Will there be anyone else staying or a family environment?
 - Who else is living at the property on a regular basis?
 - How many other children/pupils are they a guardian for?
- Please let us know if the Educational Guardian is to be the first point of contact or whether you would prefer to remain so?
- Please let us know if the Educational Guardian will attend parents' evening on your behalf and feedback the notes to you? Or would you prefer to arrange an online TEAMS meeting?

We appreciate that living overseas it is difficult to consider where to start with finding an Educational Guardian in the UK if you do not have family within reach of the school. However, we strongly recommend that you contact AEGIS (<https://aegisuk.net/>) to be directed to a suitably close guardianship company to Wychwood School. An alternative contact would be Boarding Schools Association (BSA - <https://www.boarding.org.uk/>).



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Both these companies operate a Code of Conduct, inspection procedures for each company in their membership scheme which promote the welfare and safety of international pupils.

Should Wychwood School not be comfortable with arrangements made with an Educational Guardianship when the pupil returns from a holiday (exeat, half term or longer break) then the school reserves the right to inform parents. House staff will check in with pupils after each holiday period to ensure that the pupils were happy and felt safe during their stay with Educational Guardians or homestays to ensure that the accommodation and the arrangements made promote the welfare and wellbeing of pupils.

Should Wychwood become concerned about the suitability of an Educational Guardian or the safety of a pupil we reserve the right to act immediately and refer our concerns to the relevant agencies.

The Guardianship Form requires the standard information relating to the chosen Educational Guardian and has a section for the parent to record the powers afforded to your chosen Educational Guardian. We ask you to complete this form in full and would ask you to share this policy/agreement with the nominated Educational Guardian to ensure understanding from all parties.

Once Wychwood School has received the completed Parental Educational Guardian form from the parents, the Educational Guardianship Agreement form and the Guardianship Policy will be sent to the nominated Guardian. The Educational Guardian will need to sign and return the completed form. Should the guardian not be AEGIS or BSA approved they will be required to supply a copy of their passport or other proof to state that they are ordinarily resident in the UK and a copy of a council tax bill to provide the address of the residency of where the child will be residing with them.

The nominated educational guardian must confirm their residence by completing the Guardianship Agreement Form and within that they must confirm that they nor any adult residing in their household has been convicted of any offence, in the UK or overseas, for which custodial sentence of twelve months or more was imposed, and that they have no other relevant criminal convictions that would render them unsuitable to care for a child. Should Wychwood School have any concerns relating to the appointment of a guardian, this could be grounds for refusal during the admissions process.

Private Fostering:

Private fostering means that a private arrangement is made for a child under 16 years (or under 18 years if the child is disabled) to stay with someone who is not a direct and close relative. The Children's Act (1989) states that a close family member is:

- A parent



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- An adult sibling (over 25 years)
- Grandparent
- Aunt
- Uncle
- Step-parent

A private fostering arrangement would be organised with someone who was NOT in those categories. The private fostering period would be categorised if this is for more than 28 days.

Where the School becomes aware that a pupil has been or will be cared for by an Educational Guardian or Host Family for more than 28 days (and is not a close relative) then the school reserves the right to contact the Local Authorities of the arrangement.

Wychwood School has your child's interests at heart and as such wants to ensure that we have done all we can to ensure your child's safety and welfare whether in school or during the holidays when they are not at home with you.

Thank you in advance for doing this.

Kind regards

Admissions Team



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PARENTAL EDUCATIONAL GUARDIAN FORM

Name of Pupil.....(surname in capitals)

Date of Birth.....Age on 1/9/24.....

Date of intended start at Wychwood.....

Name of Educational Guardian/Family Member.....

.....

Residential Address of Educational Guardian
(Please note this must be the address at which the pupil under their guardianship will reside when in their care)

.....

.....

.....

..... Postcode:

Email address.....

Nationality

(Please note Educational Guardian will be asked to send a copy of their passport when they are asked to complete the Educational Guardianship form. If it is not a UK passport we will need to see evidence of their Settled Status)

Mobile Number.....

Home phone number of residential address where the child will be residing

.....

Is the Educational Guardian over 25 years?

Is the Educational Guardian a family member? Yes/No *(please delete as required)*

If yes, please state what the relationship is

(Please note that if the Educational Guardian is a family member, they will be asked to supply evidence of the relationship via birth or marriage certificates).

Will the Educational Guardian be first point of contact? Yes/No *(please delete as required)*



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Does the Educational Guardian live within 45-90 minutes? Yes/No/AEGIS (*please delete*)

Please indicate if you wish the Educational Guardian to receive communications from Wychwood School. Please tick what you would like them to receive:

- General Communications
- Reports
- Billing

I hereby agree that I have completed all the information required of me and have read and understood the policy/agreement as set out in this document. I also understand that this information is required to be sent prior to the start of the term in which my child will be attending Wychwood School to allow time for the school to contact the Educational Guardian I have appointed. I understand that if my child requires sponsorship to study in the UK that these forms must be submitted before the CAS process can commence.

I confirm that I am the parent to

..... (*my child's name*)
and that my child is aware of these arrangements.

Signature:

Name of parent/step-parent:

Date:Email: