

GUARDIANSHIP INFORMATION FORM

This form must be completed and returned to the International College before the student's arrival in the UK.

At least one responsible person over the age of 25 permanently resident in the UK, and not on a student visa or visitor visa, must be appointed as guardian for students whose parents do not reside in the United Kingdom.

It is the responsibility of parents to satisfy themselves as to the suitability and availability of a prospective guardian.

If an immediate family member or family friend is the appointed guardian, a copy of the photo page of the guardian's passport and evidence that they are a permanent resident in the UK must be provided.

All other guardians should be accredited by The Association for the Education and Guardianship of International Students (**AEGIS**). A list of accredited guardians can be found on the **AEGIS** website: <https://aegisuk.net/parents-agents/>

Student Information	
Family Name	
First Name	
Preferred Name	
Date of Birth	
Guardian Details	
Guardianship Agency (if applicable, please give details of the regional co-ordinator below)	
Named Guardian / Regional Representative for the Guardianship Agency	
Relationship to student	
Emergency mobile telephone number	
Evening/Weekend telephone number	
Daytime telephone number	
Email address	
Postal address, including postcode	

I agree that the guardian is authorised to discharge the following responsibilities and the duties:

- To be a 24 hour point of contact in place of the parents throughout the College term
- To be the person with whom the College liaises on matters relating to the student
- In the event of a medical emergency or disciplinary situation, to be able to collect the student from the College within three hours of being notified by College staff
- To be able to accommodate the student in an emergency or if the student is for any reason required to be away from College or unable to be in College during term time
- To arrange travel to and from College at beginnings and ends of terms and at half term break
- To arrange proper care and supervised accommodation for holidays and half term holidays if the student will not be with their parents
- To ensure the student does not stay at a hotel during holidays unless supervised by an adult who fits the same criteria as guardian
- To ensure that arrival and departure times comply with the College's published term dates and times
- To communicate travel arrangements to the College at least two weeks before the student leaves or returns to College, giving exact travel and accommodation details
- To make all decisions (including decisions relating to medical care and curriculum choices) in relation to the student that a parent could or should make, including the signing of consent forms as necessary
- To give permission for other arrangements where the student will be away from College, for example trips
- To give permission for the student to participate in activities for which extra charges may be payable, for example music lessons
- To support the student in their academic progress, including attending parent consultation meetings
- To communicate with the College regarding the student's welfare and well being, including any medical matters that have occurred during their stay away from the College
- To appoint another responsible person to act temporarily as guardian during absences on holiday or in the event of the guardian being indisposed that meet the requirements of the Guardianship Policy.
- Permission to access the child's information and reports on My School Portal.

Full details and responsibilities for a guardian are included within the International College Terms and Conditions and International College Guardianship Policy.

Declaration	
I confirm that the appointed Guardian named above has agreed to undertake these responsibilities, is aged over 25, lives in the United Kingdom (not on a student visa or visitor visa) and fulfils the requirements of the Guardianship Policy.	
<u>Parent's name in full</u>	<u>Parent's name in full</u>
<u>Parent's Signature</u>	<u>Parent's Signature</u>
<u>Date</u>	<u>Date</u>
<u>Guardian's Signature</u>	<u>Date</u>

Please send the completed form to:

Alison Kelly, International College Admissions and Administration Manager: ask@kings-school.co.uk

Please notify us immediately of any changes to a student's guardian arrangements.