



## Educational Guardian Policy

1. All overseas pupils must have a guardian who is resident in the UK for the duration of their studies at Haileybury. This can be either a family member or an AEGIS accredited guardianship organisation (The Association for the Education and Guardianship of International Students). The role of the guardian is to provide care during school holidays, weekend Exeats and any other times as requested by the school (see our Guardianship Charter for further details on the roles and responsibilities of being a guardian to a Haileybury pupil).
2. To comply with UK Visas & Immigration guidelines, all Non-European pupils studying in the United Kingdom must have a guardian who is resident in the UK. Haileybury requires that the appointed guardian is over the age of 25. United Kingdom Visas and Immigration (UKV&I), who issue our licence as an educational sponsor, will regularly monitor all boarding schools and colleges to ensure that these procedures are being carried out. We intend to carry out our duties diligently in order to protect our sponsor license and our pupils. We therefore require full contact details of the appointed guardian before we can issue a Confirmation of Studies (CAS), to support any pupil's Tier 4 visa application.
3. Of equal importance is the safety and well-being of our pupils when spending time away from the school and for this reason we have drawn up a Guardianship Charter outlining our school's Guardianship Policy and the level of care we expect all guardians to provide to our pupils. It is the parents' responsibility to select a suitable guardian for their child. Haileybury cannot accept responsibility for any agreement financial or otherwise between the parent and guardian.
4. Guardians of Haileybury pupils must agree to provide proof of residency in the UK and a copy of photographic ID (copies of these will be taken by the Admissions Team). We strongly recommend that the guardian visits the school within the first term of a pupil's arrival at Haileybury and they will be introduced to the student's HM in order that clear lines of communication can be established. It is expected that the guardian will maintain regular communication with the pupil and their HM, particularly with regards to transport arrangements and pick up/drop off times during EXEATS, holidays etc. Please note that we will not accept University students living in University halls of residence as a legitimate guardian.
5. Under no circumstances will our pupils be permitted to stay in a hotel or rented accommodation, without supervision of their parent or guardian. It is the responsibility of the parent or guardian to arrange the travel and transport to and from the school during weekend EXEAT's, holidays etc.

If you have any queries regarding this policy for Guardianship, please contact The Registrar; [registrar@haileybury.com](mailto:registrar@haileybury.com).

Reviewed by SLT May 18; March 19