



Loughborough
Schools Foundation

Nursery • Fairfield • Grammar • High

Educational Guardianship Policy

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Educational Guardianship Policy

Introduction

It is a Loughborough Schools Foundation requirement that all pupils, whose parents are normally resident outside the UK, should have an Educational Guardian resident in the UK. An Educational Guardian is the pupil's carer in the UK outside of term-time and the Foundation's emergency contact in the UK for the pupil. This is the case for all pupils, irrelevant of age (including pupils aged 18 and over).

Definition of an Educational Guardian

It is important to recognise the distinction between 'Educational Guardian' and 'Legal Guardian'. 'Educational Guardian' is not a legal term and should not be used interchangeably with a Legal Guardian. An Educational Guardian is someone who has been appointed to care for pupils whose parents are resident outside of the UK, acting on behalf of the parents, when the pupil is not in school (eg. school holidays, Exeat weekends for LUNTA pupils and girls at Loughborough High School, for medical or disciplinary reasons or if the Foundation has had to close in times of emergency).

Appointing an Educational Guardian

The choice of Educational Guardian is solely the responsibility of the parent. We are not able to recommend a particular Educational Guardian or Educational Guardian Agency. The Foundation cannot accept legal responsibility for any guardianship arrangements. The Foundation expect the guardianship arrangements to meet the expectations outlined in this policy. Whilst the parents are responsible for the choice of Educational Guardian, the Foundation will take steps to ensure the suitability of the Guardian. These include surveys of pupil experiences after each Guardian stay. The Foundation will act upon any concerns it has with regards to Educational Guardian arrangements.

The Foundation strongly advises that an accredited guardianship organisation is used, either AEGIS (www.aegisuk.net) or the Boarding Schools' Association (BSA) Certified Guardian Scheme. However, where this is not the family's choice then the Educational Guardian may be a nominated friend of the family or another family member as long as they meet the expectations of this policy. All parents must read this policy and complete the required agreement. Parents of UKVI sponsored students must also complete the required sections of the Letter of Undertaking. The Educational Guardian also needs to be read and accept the requirements of this policy as well as completing the Agreement. Guardians of UKVI sponsored students must also complete required sections of the Letter of Undertaking.

The Educational Guardian must be appointed before the pupil arrives at the Foundation.

If parents do not appoint an accredited Educational Guardianship organisation (AEGIS or BSA), then the proposed Educational Guardian must agree to be vetted under the SABLE International Guardian Verification scheme if requested. The cost for this will be met by the parents.

All Educational Guardians must:

- Be aged 25 or over. A university student would not be suitable
- Be permanently resident in the UK
- Be a British citizen or hold settled status (indefinite leave to remain) in the UK and provide proof. Temporary visas, including student, visitor, and work visas, are not acceptable under UKVI guidelines.
- Confirm that any adult regularly residing in or present at the Educational Guardian's household, have no criminal convictions, are not subject to any criminal proceedings or investigations, and have no safeguarding concerns in the UK or overseas
- Reside within a reasonable distance of the school (preferably within 2 hours' travel)
- Be fluent in English

Educational Guardian's role:

- Act with delegated parental authority in the case of an emergency, including suspension, illness, or school closure
- If the student is not going home during school holidays (and for Exeat weekends for LUNTA pupils and girls at Loughborough High School); provide suitable accommodation that is not a commercial setting (e.g. hotel, B&B, university accommodation, or short-let premises such as Airbnb). The Educational Guardian should reside with the pupil during such periods the pupil is staying with them.
- Provide both pastoral and educational support

- Make appropriate arrangements for any medical treatment whilst the pupil is under their care
- Be a 24-hour point of contact for parents, pupil and the Foundation
- Liaise with the Foundation over holiday arrangements, including informing the Foundation about the details of travel arrangements made for a pupil leaving the Foundation for a holiday period. The Foundation must know the exact details of the pupil's accommodation and methods of transportation, which should be appropriate depending on the age of the pupil. They must also be available to take over supervision in the event of travel disruption such as flight delays, cancellations, missed connections, severe weather or industrial action.
- If possible, to attend Parents' Evenings and school events to follow the student's progress
- Be familiar with the schools' rules, regulations and policies
- Respect the rights, religion and customs of a child, and adhere to what is commonly regarded as best practice in the guardianship and hosting of pupils.

Guardians' Absence

Any Educational Guardian going to be away from their UK home for more than 24 hours must notify the Foundation. The guardian must make the Foundation aware in advance of any periods when the Guardian is unable to fulfil the requirements of the role due to other commitments. In this situation the Guardian must provide the Foundation with the details of a substitute who is able to take on the Guardian's responsibilities temporarily. The substitute should meet all of the requirements for Guardians outlined above. The substitute must complete a Guardian Declaration Form before assuming responsibility for the pupil. The Guardian should also ensure that parents are aware of and consent to the temporary arrangement.

Change of Guardian

Parents must inform the Foundation of any changes to the Guardianship arrangements. For UKVI sponsored students, any change of arrangements will require a new Letter of Undertaking to be signed by parents and the new Educational Guardian. For all other students, parents and the new Educational Guardian must complete a fresh Educational Guardianship Agreement. Proposed new Educational Guardians who are not from an AEGIS or BSA certified organisation will be required to undergo SABLE International Guardian Verification if requested. The cost for this will be met by the parents. For students using AEGIS or BSA certified guardianship organisations, a new Letter of Undertaking (for sponsored students) or written confirmation from the organisation (for all other students) will need to be provided for each new homestay or host family.

Private fostering:

Under the Children Act 2004, guardians who are not relatives (e.g. not aunt, uncle, grandparent, sibling, step-parent) and host the child (under the age of 16 or 18 if the child has a disability) for 28 consecutive days or more, must inform their local authority as this constitutes a Private Fostering Arrangement. The Foundation may be required to report this if the arrangement is not registered.

Educational Guardianship Agreement- Parents

Please read the Educational Guardian Policy before completing and signing this form. A copy of this policy must be given to the Educational Guardian you have nominated and they must complete the Guardian Agreement form below:

Pupil Details

Full Name of Pupil:.....

Date of Birth:.....

Nationality:.....

Passport number:.....

Parent(s) Details

Mother’s full name and address:

.....
.....
.....

Mother’s mobile number:

Father’s full name and address:

.....
.....
.....

Father’s mobile number:

Education Guardian Details

Full Name of Educational Guardian and (if applicable) Guardianship Organisation:

.....

Education Guardian Date of Birth (if the Education Guardian is not from a Guardianship Organisation):

.....

Education Guardian’s relationship to the Pupil (family/friend/organisation etc.):.....

Details of Education Guardian or (if applicable) Address of Guardianship Organisation:

Address:

.....
.....
.....

Home telephone number:.....

Mobile:.....

Email:.....

We/I hereby confirm to the terms and conditions outlined in the Loughborough Schools Foundation Educational Guardian Policy and have given a copy of this signed agreement to our child's Educational Guardian.

Signature of Parent 1:.....

Name of Parent 1:.....

Signature of Parent 2:.....

Name of Parent 2:.....

Date of signature:.....

Educational Guardian Agreement- Guardian

The Educational Guardian must read the Educational Guardian Policy before completing and signing this agreement

Full name of pupil:.....

Date of Birth:.....

Educational Guardian name (or organisation name):.....

Address:

.....
.....
.....

Telephone:.....

Mobile:.....

Email:.....

I have read the Loughborough Schools Foundation Educational Guardian Policy and confirm that as the appointed Educational Guardian of the above-named pupil, I accept and agree to comply with the requirements and to undertake the responsibilities stated and to provide any documents/vetting procedures deemed necessary by the Foundation.

I confirm that I am a British Citizen or have Settled Status in the UK. I have provided proof of my British citizenship or Settled Status to the Foundation by way of [passport/share code:].

I confirm that I do not have a criminal record, and nor does anyone living in my household. I understand that I must notify the Foundation promptly of any material change in my circumstances (including any change of address, change in household composition, or any matter affecting my ability to act as Educational Guardian).

Signature of Educational Guardian:.....

Date: