

All international students whose parents reside outside of the UK are required to have an educational guardian for the duration of their studies at Concord College. Guardians must be based in the UK, must be over the age of 25 and not in full-time education.

Guardians provide another means of support for international students whilst they are in the UK, and will provide accommodation either when Concord is closed, or when it is not possible to travel home. The role of guardian is to act in loco parentis at times when the student is in the UK, but not resident at Concord. Parents may choose to appoint a family friend or relative, but where this is not an option, professional guardians can be appointed using accredited guardianship agencies.

The Association for the Education and Guardianship of International Students (AEGIS) provide a database of guardianship services, their own accreditation scheme and an information guide for parents [here](#). The Boarding Schools' Association provide a list and contact details of accredited UK guardians for students under the BSA Certified Guardian Scheme, and this can be found on their website, [here](#).

Requirements and regulations for guardianship of Concord students:

- Parents are responsible for the appointment of an educational guardian and must satisfy themselves as to the suitability of their chosen individual or agency.
- Guardians must be over the age of 25, resident in the UK (ideally within two hours' travelling time of Concord) and not in full-time education.
- They should be able to speak English and should be contactable 24 hours a day in case of emergency.
- Guardians must act in loco parentis for Concord students while they are in the UK, but not resident at Concord. This includes, for example, any exeat trips away from campus which have been agreed by parents.
- Guardians must inform the college in writing about details of travel arrangements made for students leaving on all authorised breaks within the UK and at the beginning and end of term if students are travelling to or from their guardians. For students returning home abroad, Concord can liaise with parents or guardians regarding airport transfers at the beginning or end of term.
- Any changes of guardian (or in the contact details of guardians) must be notified in writing immediately.
- Accommodation provided by guardians must be safe and appropriate for the age of student in their care. Appropriate care and supervision for the student during periods when they cannot be accommodated at Concord (including periods of long-term illness and disciplinary measures) must be provided.
- Unsupervised stays in hotels, bed and breakfast accommodation or university halls of residence are not appropriate for students, including those over 18.
- Guardians are welcome to attend College events where parents might also be invited, where possible. They are encouraged to maintain regular contact with their student and are welcome to visit the College (though please give notice of any intended visits well in advance, so we can make the appropriate visitor arrangements).
- With agreement from parents, academic and pastoral reports can be sent to guardians.

This form must be completed to inform the college of the educational guardian for your child. For students who require a visa to study in the UK, we reserve the right to withhold the issuing of the CAS until we are satisfied that an appropriate guardian has been appointed.



Educational Guardianship Agreement

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| Student Name <i>(as it appears in their passport):</i> | |
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| Educational Guardian Details: | |
| Agency Name <i>(if an agency is used):</i> | |
| Full Name of Guardian: | |
| Address: | |
| Telephone Number: | |
| Mobile Number: | |
| Email Address: | |
| Relationship to the Child: | |
| Date of birth <i>(if not an educational guardian):</i> | |

I/We have appointed the Educational Guardian named above to act on my/our behalf in all matters concerning the safety and welfare of the above-named child whilst they are studying at Concord College.

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| Name of Father <i>(please print):</i> | |
| Signature of Father: | |
| Date: | |

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|--|--|
| Name of Mother <i>(please print):</i> | |
| Signature of Mother: | |
| Date: | |

Please return the completed, signed form via email to: Enquiries@concordcollege.org.uk.