

## Educational Guardianship Form

If Parent(s) of students at Rugby School and Bilton Grange (the **School**) are resident outside the UK, the Parent(s) must appoint an Educational Guardian for the student who is based in the UK. This form must be completed to inform the School of the Educational Guardian appointed.

Child's details (Child)
<b>Full name:</b> .....
<b>Date of birth:</b> ..... <b>Year</b> .....
<b>House:</b> .....
Parent(s) details (Parent(s))
<b>Parent 1 full name:</b> .....
<b>Parent 2 full name:</b> .....
<b>Address:</b> ..... ..... .....
<b>Telephone number:</b> .....
<b>Parent 1 mobile number:</b> .....
<b>Parent 1 email address:</b> .....
<b>Parent 2 mobile number:</b> .....
<b>Parent 2 email address:</b> .....

## General

- 1 I/We confirm that I am/we are the Parent(s) of the above named Child and that I/we have parental responsibility for the Child in accordance with the Children Act 1989.
- 2 I/We hereby acknowledge that we are required as a condition of our Child's place at the School to appoint an Educational Guardian.
- 3 I/We acknowledge that by completing this form and returning it to the School I am/we are confirming the details of the Educational Guardian I/we have appointed for the above named Child while they are a student at the School and that should the arrangements detailed below change I/we will notify the School in writing immediately.
- 4 I/We acknowledge that the School has taken no part in the selection or appointment of the Educational Guardian named on this form and that I/we have satisfied myself/ourselves that the Educational Guardian is suitable to be responsible for the Child's welfare in the manner described.
- 5 *For current students and students joining the School who are not sponsored students:*  
I/we confirm that the appointed Educational Guardian is an accredited member of AEGIS or a certified guardian under the BSA Certified Guardians Scheme or a family member or (with the consent of the Head Master) a close family friend who meets the criteria outlined in Section 6 of the policy.
- 6 *For Sponsored students joining the School and for current students who submit an application for a new visa sponsored by the School after 29 May 2025:*  
I/we confirm that the appointed Educational Guardian is an accredited member of AEGIS or a certified guardian under the BSA Certified Guardians Scheme.
- 7 I/We acknowledge that I am/we are satisfied with the insurance arrangements which have been put in place for the Child when they are in the care of the Educational Guardian.
- 8 I/We understand that the School will not, unless negligent, be liable in respect of injury, loss, damage or costs arising out of or in any way connected with this Educational Guardianship appointment.

## Appointment

- 9 I/We have appointed the Educational Guardian named below to act on my/our behalf in all matters concerning the safety and welfare of the above named Child whilst they are attending the School.
- 10 I/We confirm that I/we have made arrangements to cover the costs associated with performance of the role of Educational Guardian.

## Authorisation

11 I/We have authorised the Educational Guardian named below to:

- attend the School premises in case of emergency and if deemed necessary by the School provided that the Educational Guardian informs the parent(s) of what has happened immediately
- make all necessary travel arrangements including collecting the Child from the appropriate airport or railway station and delivering them to the School and collecting the Child from the School and delivering them to the appropriate airport or railway station at the beginning and end of term and all other holiday periods
- ensure the Child attends School punctually each day in accordance with the School's timetable
- collect and accommodate the Child in their home in the evening and at weekends during the school term, or to arrange accommodation in accordance with the criteria outlined in Section 7 of the policy
- collect and accommodate the Child in their home in the event that the Child is unwell and unable to attend School, or to arrange accommodation in accordance with the criteria outlined in Section 7 of the policy
- collect and accommodate the Child in their home in the event that the Child is excluded for non-payment of fees or suspended for disciplinary or other reasons, or to arrange accommodation in accordance with the criteria outlined in Section 7 of the policy
- collect and accommodate the Child in their home at half-term and during holidays and at the beginning and end of term if required, or to arrange accommodation in accordance with the criteria outlined in Section 7 of the policy
- collect and accommodate the Child in their home in times of emergency, such as an epidemic, when the House or School may need to close, or to arrange accommodation in accordance with the criteria outlined in Section 7 of the policy
- arrange and, if appropriate, attend medical appointments for the Child
- be available at short notice to supervise of the Child at hospital if the Child is required to spend more than three hours at hospital
- provide consent for the Child to receive emergency medical treatment if necessary
- liaise with the Head Master and Hm in connection with matters related to health, welfare and educational progress of the Child. **This includes the receipt of all correspondence from the School, including academic and other reports, but excluding correspondence on financial matters. Please note that if parents do not wish Educational Guardians to receive certain communications, they should contact their child's Hm**
- pay all legitimate expenses incurred for the Child by the School and by the Child themselves
- attend School events including, for example, parents' meetings, 1567 (Rugby School), Prize Giving (Bilton Grange), as well as sports fixtures, concerts and other performances in which the Child is participating.

**Educational Guardian**

**Title (Mr, Mrs, Miss, Ms, Dr):** .....

**Full name:** .....

**Date of birth:** .....

**Guardianship agency (if applicable):** .....

**Name of accreditation Organisation (if applicable):** .....

**Accreditation number (if applicable):** .....

**Address:** .....  
.....  
.....

**Telephone number:** .....

**Mobile number:** .....

**E-mail address:** .....

**Relationship to the Child:** .....

## Agreement

- 11 By signing this form the Educational Guardian confirms their acceptance of this appointment by the Parent(s) as Educational Guardian of the above named Child and confirms that they have agreed with the Parent(s) to comply with the requirements listed above.
- 12 The Educational Guardian confirms that they have agreed with the Parent(s) to take personal responsibility for the Child to the extent required and authorised above and will not delegate any of their responsibilities without prior written consent from the Parent(s).
- 13 The Educational Guardian confirms that they have agreed with the Parent(s) to notify the Parent(s) (and, if applicable, the School) immediately in the event of any emergency involving the Child.
- 14 The Educational Guardian confirms that they will let the parents and School know as soon as possible in the event that the Child does not arrive at their travel destination.
- 15 *For current students and students joining the School who are not Sponsored students:*

the Educational Guardian confirms that they are either an accredited member of AEGIS or a certified guardian under the BSA Certified Guardians Scheme or that they meet the criteria for a family member or a close family friend outlined in Section 6 of the policy.

*For Sponsored students joining the School and for current students who submit an application for a new visa sponsored by the School after 29 May 2025:*

the Educational Guardian confirms that they are an accredited member of AEGIS or a certified guardian under the BSA Certified Guardians Scheme. They also confirm that they have submitted to the School the letter of undertaking which is required by UKVI.

- 17 The Educational Guardian confirms that, if they are away from home for more than 24 hours, they are required to notify the Child's Housemaster/Housemistress as soon as possible. They will give full contact details for the period of absence, with the name and address of another responsible person in the UK who has been fully authorised to act on their behalf.

The Educational Guardian confirms that they have agreed with the Parent(s) to notify both the Parent(s) and the School immediately if they are no longer willing or able to continue as the Child's Educational Guardian.

Signatures			
<b>Parent 1</b>	.....	<b>Date</b>	.....
<b>Parent 2</b>	.....	<b>Date</b>	.....
<b>Educational Guardian</b>	.....	<b>Date</b>	.....