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Guardianship Policy

This policy is to be sent to all overseas applicants within the standard offer pack.

Stoke College is an independent day and boarding school in Suffolk for boys and girls from 4 to 18 and welcomes students from all over the world.

Requirement to provide an educational guardian

All pupils whose parents are resident outside the United Kingdom must have a educational guardian.

It is the responsibility of the parents to appoint a educational guardian and the selection of an appropriate guardian rests entirely with the parents. The College may be able to provide details of agencies or individuals who have acted as guardians to students from the College in the past, but the College does not recommend any specific agency or individual and parents must fully satisfy themselves as to the suitability of the guardian.

It is expected that the Parents will appoint a guardian via a reputable organisation. The Parents must inform the School of details of the appointed guardian on the Supplementary Registration Form for Overseas Students before the first day on which the student enters the College. The Parent must inform the College of any changes to these details.

Suitable guidance for these arrangements can be found on the website of AEGIS; The Association for the Education and Guardianship of International Students, www.aegisuk.net

Responsibilities of the educational guardian

The guardian must have legal authority to act on behalf of parents in all respects and the College must be able to apply to the guardian for authorities when necessary.

The guardian must be over 25 years of age and should not be a full-time student.

The guardian should be English speaking and able to provide a point of contact for the School at all times.

It is the responsibility of the guardian to provide accommodation and care during exeat weekends, half terms and holidays for students whose parents are resident abroad. If difficulties arise, the Head of Boarding should be informed as soon as possible and will provide advice.

If the guardian is going to be away overnight from the UK home address registered with the school during term time, they must notify the Head of Boarding. They must give full contact details for the period of absence and the name and address of a responsible person in the UK, fully authorised by the parents to act on their behalf, during their absence.

If a guardian wishes to see the student during term time, including at weekends, they must first contact the Head of Boarding to arrange a suitable day and time.

During any period for which a pupil has received an external fixed term or permanent exclusion it is the duty of the guardian to provide accommodation.

To provide accommodation during any period of prolonged illness during term time.

Parents and guardians of boarders are asked to make holiday arrangements including travel to and from the College well in advance and to keep the Head of Boarding informed of all arrangements. Boarders are expected to arrive and depart on the days published in the school calendar.