



Pocklington School Foundation

Boarding Pupil Care Arrangements Policy

Nominated Guardian, Private Foster Carer and Close Relative

Policy Contact	M Davies, Deputy Head (Pastoral) V Lea, International Admissions Officer C Grant, Compliance Manager and DPO		
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Relevant Guidance

[Keeping Children Safe in Education \(DFE, September 2024\)](#)

[National Minimum Standards for Boarding Schools \(DFE, September 2022\)](#)

[Statement of changes to the Immigration Rules: HC 733 \(12 March 2025\)](#)

[Student Sponsor Guidance Document 2: Sponsorship Duties \(Home Office 2025\)](#)

[2025 Spring Rules: Student Policy Changes](#)

[2025 Spring Rules: Student Policy Changes \(Safeguarding\)](#)

Policy Statement

All boarding pupils whose parents are overseas or who cannot guarantee to be available at short notice must have a nominated guardian, private foster carer or close relative that is either a British citizen or has settled status (Indefinite Leave to Remain (ILR) or Indefinite Leave to Enter (IRE)), appointed by the parents. This person must always be available to respond to the needs of both pupil and school as they arise.

For the purposes of understanding Child Student Visa requirements and the school's policy, boarding pupils are categorised as follows:

1. **International Boarders**

All boarding pupils whose parents live overseas **must** have a nominated guardian, private foster carer or close relative that is either a British citizen or has settled status living within 3 hours travelling distance of the school. The nominated guardian must be 23 years old or over and has been appointed by the pupil's parent or legal guardian, as the pupil's carer in the UK outside of term time and is the school's emergency contact in the UK. A pupil must not exceed 28 continuous days stay with the nominated guardian. A nominated guardian is further defined as a person who is **not** a private foster carer, close relative or the pupil's parent who has immigration permission as a '[Parent of a Child Student](#)'.

Full-time boarding pupils must stay at the school during term time and reside with the nominated guardian, private foster carer or close relative during school holidays.

Weekly and Flexi boarding pupils must stay with a nominated guardian, private foster carer or close relative, when they cannot stay with a parent. This includes weekends when they are not boarding and during school holidays.

2. **UK-Resident Boarders**

All boarding pupils who live in the UK but who are not local (i.e. parents who reside more than 1 hour's travel from the School) must have a nominated guardian, private foster carer or close relative that is either a British citizen or has settled status.

Full-time boarding pupils must stay at the school during term time and reside with the nominated guardian, private foster carer or close relative during school holidays.

Weekly and Flexi boarding pupils must stay with a nominated guardian, private foster carer or close relative, when they cannot stay with a parent. This includes weekends when they are not boarding and during school holidays.



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3. Regional Boarders or Occasional Boarders¹ (day pupils staying in the Boarding Houses for short periods)

Boarding pupils who have **parents** who live within approximately 1 hour's travel of the School are referred to as **Regional Boarders**. Regional boarders and **Occasional Boarders** are required to have an appointed emergency contact. This person is expected to be an alternative family member or other recognised adult to whom the School can contact if parents are unavailable in case of emergencies.

Change of Boarding Category

If a boarding family change their place of residence between International, UK or Regional, then the requirement for pupil care arrangements will alter accordingly. Refer to the relevant category in the section above. The family must inform the school as soon as they are aware of any changes to their circumstances.

The Purpose of a Nominated Guardian, Private Foster Carer, Close Relative

A nominated guardian, private foster carer or close relative are not a legal guardian.

The Children Act 1989 as amended in 2004 states, "A person who has parental responsibility for a child may not surrender or transfer any part of that responsibility to another but may arrange for some or all of it to be met by one or more persons acting on his behalf." An example would be when a child is entrusted to a school.

A child needs the continuing care and support of a trusted adult outside the school, who forms a link with home. The extent of the duties delegated by the parent to the nominated guardian, private foster carer or close relative should be agreed between themselves and set down in writing. Duties might typically include providing a "home from home" for any periods when the child is not at school, but cannot travel home (half-terms, exeat weekends or periods of illness or exclusion from school). Additionally, the child's welfare is furthered by having someone to attend Parents' Evenings and other school functions, to provide advice and to offer support in times of trouble.

Parents may delegate the duty of arranging travel for their child to the nominated guardian, private foster carer or close relative. The school will arrange for a taxi to transport the pupil to their arranged mode of transport, for example train or aeroplane. Taxi drivers have undertaken an enhanced DBS check to comply with safeguarding requirements.

Nominated Guardian, Private Foster Carer, Close Relative Arrangements

The school does not appoint a nominated guardian, private foster carer or close relative to the family to avoid any possible conflict of interest between the parent, the pupil carer and the school.

It is therefore the parent's responsibility to appoint a nominated guardian, private foster carer or close relative that is a British citizen or has settled status. It is recommended that appointed carers live within 3 hours travel time from Pocklington School.

The nominated guardian must be 23 years old or over and has been appointed by the pupil's parent or legal guardian, as the pupil's carer in the UK outside of term time and is the school's emergency contact in the UK. A pupil must not exceed 28 continuous days stay with the nominated guardian. A nominated guardian is further defined as a person who is **not** a private foster carer, close relative or the pupil's parent who has immigration permission as a '[Parent of a Child Student](#)'.

¹ The term 'Occasional Boarder', for the purposes of this policy, includes any pupil boarding on a 'Flexi' or Ad hoc basis.



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Permitted Living Arrangements

Parents of pupils must specify which living arrangement that their child will be entering into.

Full-time boarding pupils must stay at the school during term time and reside with the nominated guardian, private foster carer or close relative during school holidays.

Weekly and Flexi boarding pupils must stay with a nominated guardian, private foster carer or close relative, when they cannot stay with a parent. This includes weekends when they are not boarding and during school holidays.

Pupils parents may authorise for their child to live with a private foster carer or close relative who is a British Citizen or has settled status, or a parent or legal guardian who has permission as a '[Parent of a Child Student](#)'.

The parent must notify the school if there is any change in circumstance or contact details of the nominated guardian, private foster carer or close relative.

Please be aware that the school will take appropriate steps to ensure that nominated guardians, private foster carer or close relative are aware of their responsibility to promote the welfare, physical wellbeing and emotional wellbeing of children.

Nominated guardians must meet the same requirements as those for close relatives and private foster carers. This will include a verification check of the carer's photographic identity, verification of British citizenship/settled status, and proof of address. Where an individual is appointed as nominated guardian, an enhanced DBS check will be necessary on all members of the household aged 16 or over. This is because UKVI Caseworkers can refuse Child Student applications where the carer or a household member has committed a relevant criminal offence, or they pose a safeguarding risk to the pupil once they are in the UK. The nominated guardian will also need to be visited to inspect facilities to ensure the pupil's welfare.

The school will be in regular contact with the nominated guardian, private foster carer or close relative to establish a positive and supportive relationship and have open discussions with boarding pupils about their experiences when away from school.

In line with safeguarding and child protection responsibilities set out in Keeping Children Safe in Education, members of staff would take appropriate steps should they ever be concerned about the welfare of a child. As necessary, the school would liaise with external agencies and AEGIS or other guardianship organisations as appropriate.

Pocklington School will provide parents of overseas pupils with contact details for AEGIS at the time of confirming the offer of a place at the School.

Further information can be referred to at [AEGIS](#) (The Association for the Education and Guardianship of International Students).

***Please note staff members of Pocklington School Foundation are not permitted to act as a Nominated Guardian.**

Boarding Pupil Care Arrangements Agreement, Letter of Undertaking and Parental Consent Letter

It is important that the parent and carer clearly understand what their responsibilities are and that these are documented and signed by both parties with original signatures. To assist you with this process, the school will provide a template **Letter of Undertaking** (see Appendix 5 and Appendix 6).

Parents must complete the **Parental Consent Letter** (see Appendix 3 and Appendix 4).



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In addition, nominated guardians, foster carers and close relatives must complete the **Boarding Pupil Care Arrangements Agreement** (Appendix 2) which confirms acceptance to the **Boarding Pupil Care Arrangements Agreement: Terms and Conditions** (Appendix 1) and further details:

- The nominated guardian, foster carer or close relative contact details and relationship with the child's parents or legal guardians.
- Confirmation that the accommodation is private (not a hotel or hostel) and complies with the UKVI Permitted Living Arrangements.
- The number of other children they are supporting.
- Details of the residents in the household, including those who may stay less frequently.
- Confirmation of an appropriate degree of care and supervision during stays.

The Confirmation of Acceptance of Studies number (CAS) for international pupils and those EU pupils studying at the school for more than 6 months will not be issued until the school is satisfied that the parents have made the required care arrangements outside of school term time with either a nominated guardian, private foster carer or close relative in the UK.

Revisions

Reviewed October 2017

Reviewed and updated October 2018

Reviewed October 2019

Reviewed December 2020

Reviewed and Updated February 2021

Reviewed and Updated Sept 2022

Reviewed and Updated Sept 2023

Reviewed and Updated Sept 2024

Reviewed and Updated following Home Office Guidance May 2025



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Appendix 1 Boarding Pupil Care Arrangements Agreement: Terms and Conditions

In order to comply with the **Children Act 1989 as amended (2004)**, **Protection of Children Act (1999)**, **Care Standards Act (2000)**, **Working Together to Safeguard Children (2023)**, **Immigration Rules HC 733** and **Keeping Children Safe in Education** Pocklington School, in promoting and safeguarding the welfare of every pupil, requires parents who do not live in the United Kingdom, and those who do not live within the region (see boarders' categories), to appoint a nominated guardian, private foster carer or close relative to act on their behalf. This legislation protects the rights of children and requires the provision of 'proper and appropriate care'.

During term-time the school is legally responsible for each pupil's welfare and undertakes delegated parental responsibilities. However, there are times (for example: exeat weekends, term-time breaks, or when a child is suspended or expelled by the school) when the school must be able to hand over these parental responsibilities to a nominated guardian, private foster carer or close relative that is either a British citizen or has settled status, living within 3 hours travelling distance of the school.

The nominated guardian must be 23 years old or over and has been appointed by the pupil's parent or legal guardian, as the pupil's carer in the UK outside of term time and is the school's emergency contact in the UK. A pupil must not exceed 28 continuous days stay with the nominated guardian. A nominated guardian is further defined as a person who is **not** a private foster carer, close relative or the pupil's parent who has immigration permission as a '[Parent of a Child Student](#)'.

A nominated guardian, private foster carer or close relative will:

1. Confirm that they agree to the care arrangements and will be a point of contact throughout the school term, providing accommodation for the pupil at short notice in case of an emergency.
2. Provide their full name, current address and contact details.
3. Provide the address where the intended carer and the pupil will be living in the UK, if different from the carer's current address.
4. Confirm their relationship to the pupil, if any providing evidence as request.
5. Confirm that they are 23 years old or over and not a full-time student.
6. Provide accommodation in a private residence for the pupil and an appropriate degree of care and supervision during exeat weekends, half term breaks and at the beginning and end of term as necessary. Pupils must not exceed 28 continuous days stay with the nominated guardian. Accommodation should be within 3 hours travel time of Pocklington School.
7. Provide the names, registered address and contact details of anyone who regularly lives with the nominated guardian, private foster carer or close relative.
8. Confirm the number of children the nominated guardian, private foster carer or close relative accommodates.
9. Make suitable alternative arrangements, in consultation with the parents, if they are unable to accommodate the pupil and to inform the Boarding House Parent of any such arrangements.
10. Liaise with the Boarding House Parent on behalf of the parent in any matters relating to the pupil's welfare (e.g. academic progress, uniform and equipment, pocket money etc.).
11. Inform the school in writing about all travel arrangements, and to provide all the necessary details prior to the pupil leaving the school for an exeat weekend or a longer holiday period.
12. Attend important parent/teacher meetings or any other special meeting at the school on behalf of the parents.
13. Ensure that the welfare, physical wellbeing and emotional wellbeing of the pupil are promoted.
14. Inform the school immediately of any concern regarding the wellbeing of the pupil.



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15. Where applicable, confirm for pupils who are not boarding and instead living with a close relative or private foster carer, that the carer has at least £570 per month available to look after and accommodate the pupil, for each month of education up to a maximum of 9 months.

Where a guardianship organisation is used, details of the organisation should be provided in accordance with the requirements above and as many of the details of the intended carer that the organisation has at the time. Information regarding other people the carer will support specifically relates to the actual carer not the guardianship organisation. Therefore, guardianship organisations do not need to provide this information.

The nominated guardian, private foster carer or close relative should also respect the rights, religion and customs of a child, and adhere to what is commonly regarded as best practice. This includes having in place an official agreement with the pupil's parents as to what the Guardian's responsibilities are.

Nominated guardians can be provided by a reputable Guardian organisation, accredited by AEGIS, the Association for the Education and Guardianship of International Students (www.aegisuk.net; tel/fax: +44 (0) 1453 821293). AEGIS is a national body for monitoring and regulating the welfare of international pupils. AEGIS provides accreditation of Guardianship organisations in accordance with the requirements of the Government's Commission for Social Care. We are not obliged to recommend a guardianship organisation to parents, we can only refer parents to AEGIS to find relevant information.

If there is a change in circumstance resulting in a pupil not been allocated a nominated guardian, private foster carer or close relative, or they fail to meet the required standards of pupil care, the school will invite parents to find a new Guardian. Should parents fail to do so, they will be required to use an AEGIS accredited organisation recommended by the school.

The enclosed form should be read carefully and signed by both the parent and nominated guardian, private foster carer or close relative. The form should then be returned to the school. For international pupils these forms are required to enable the visa application to proceed, so should be returned to the school as soon as possible. For pupils in the UK the forms need to be received one week before the child enters the school.

United Kingdom Visa and Immigration (UKVI) (Child Student Visa) Implications²

There are UKVI considerations when an international pupil is in the UK, or applying to come to the UK, on a Child Student Visa and the pupil is under 18 years old.

UKVI compliance regulations specify the need for 'suitable' care arrangements to be in place for all sponsored pupils under the age of 18. These regulations specifically mention a) travel b) reception when they arrive in the UK c) care whilst they are in the UK. The Confirmation of Acceptance of Studies number (CAS) for international pupils and those EU pupils studying at the school for more than 6 months will not be issued until the school is satisfied that the parents have made the required care arrangements outside of school term time with either a nominated guardian, private foster carer or close relative in the UK.

Full details of the arrangements (accommodation, travel, care, and reception in the UK) for holiday periods, breaks and visits will be recorded on file and kept up-to-date. This includes records of when the pupil is arriving, details of the person collecting the pupil, and where the pupil will be staying if they are not proceeding directly to school. This can be evidenced in the **Parental Consent Letter** from the parent, setting out the contact details, care, accommodation, travel, and reception arrangements for the pupil during their

² UKVI – "[Student Sponsor Guidance.](#)" "[Sponsorship Duties.](#)" (2025)



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time in the UK and confirming that they are suitable. Such a letter can also be included by the pupil in their Child Student Visa application and be shown at the border.

Authorities will be notified if the pupil does not enrol at school.

The school will request copies of the carer's photographic identity, verification of British citizenship/settled status, and proof of address. Where an individual is appointed as nominated guardian, an enhanced DBS check will be necessary on all members of the household aged 16 and over. This is because UKVI Caseworkers can refuse Child Student applications where the carer or a household member has committed a relevant criminal offence, or they pose a safeguarding risk to the pupil once they are in the UK. The nominated guardian will also need to be visited to inspect facilities to ensure the pupil's welfare.

If the school is ever concerned regarding care arrangements for a pupil whom the school has sponsored for Child Student Visa purposes, staff will always actively seek to satisfy themselves that care arrangements are suitable by confirming the circumstances with parents, foster carer, close relative, guardians or guardian agencies.

Care Arrangements for Children²

Sponsors³ who recruit a child under the age of 18 must ensure suitable care arrangements are in place for them in the UK. This must include arrangements for their:

- a) travel
- b) reception when they arrive in the UK, and
- c) care when they are in the UK.

The maintenance requirements for a pupil on a Child Student Visa depend on:

- a) their care arrangements and
- b) the location at the school at which they will study.

All arrangements for a child's care and accommodation in the UK must comply with relevant UK legislation and regulations (for example the National Minimum Boarding Standards 2022).

*The role of a nominated guardian is covered in standard 22 National Minimum Boarding Standards for Boarding Schools (DfE, Sep 2022).

Further guidance on the Child Student Visa can be found in the Child Student Visa Procedures Policy and Admissions Policy for International Pupils

³ This refers to Pocklington School holding a UKVI child student license permitting us to sponsor pupils for their child student visas. UKVI often refer to schools as 'sponsors'



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Appendix 2 Boarding Pupil Care Arrangements Agreement

BOARDING PUPIL CARE ARRANGEMENTS AGREEMENT

To be completed by Nominated Guardian, Private Foster Carer or Close Relative.



Name of Pupil:
(Block capitals)

Name of Guardian or Guardianship Organisation:

Address of Guardian or Guardianship Organisation:

Mobile Number:

Email Address:

I, the nominated guardian, private foster carer or close relative will:

1. Provide my full name, address and contact details.
2. Provide the address where the intended carer and the pupil will be living in the UK, if different from the carer's current address.
3. Confirm my relationship to the pupil, if any, providing evidence as requested.

Please state the relationship here:

4. Confirm that I am 23 years or older and not a full-time student.
5. Provide accommodation in a private residence for the pupil and an appropriate degree of care and supervision during exeat weekends, half term breaks and at the beginning and end of term as necessary ensuring that the pupil does not stay with me for longer than 28 continuous days. Accommodation should be within 3 hours travel time of Pocklington School.
6. Provide the names, registered address and contact details of anyone who regularly lives with the nominated guardian, private foster carer or close relative:

7. Confirm the number of children the nominated guardian, private foster carer or close relative accommodates:

8. Where applicable, confirm for pupils who are not boarding and instead living with a close relative or private foster carer, that the carer has at least £570 per month available to look after and accommodate the pupil, for each month of education up to a maximum of 9 months.

Yes: No:

[Please click here for the Boarding Pupil Care Arrangements Policy and Terms and Conditions.](#)



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Boarding Pupil Care Arrangement Agreement

To be completed by Guardian, private foster carer or close relative, and parents.



I accept the School's terms and conditions regarding my appointment as a nominated guardian, private foster carer or close relative:

Signed:

Date:

Signed:
(parents)

Date:

Please return to the International Admissions Officer, Victoria Lea at Pocklington School, West Green, Pocklington, YO42 2NJ or email: leav@pocklingtonschool.com



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Appendix 3 Template Parental Letter for Nominated Guardians, Foster Carers and Close Relative



Pocklington School
 West Green, Pocklington
 York YO42 2NJ
 Tel: +44 (0)1759 321200
 Fax: +44 (0)1759 306366
 Email: mainoffice@pocklingtonschool.com

www.pocklingtonschool.com

Headmaster
 Toby Seth MA (Cantab)

Student details:
 Student's Full Name:
 Date of Birth:
 Nationality:
 Passport number:
 Place of Study:

Dear Sirs,

We can confirm that we are the biological parents of our child's application for a Child student visa to study

and we are writing this letter of consent in support of an independent boarding school in the UK.

As a boarding student, our child will be resident at Pocklington School (address given above) during their time in the UK. We further confirm that we agree to the reception arrangements and to any national or international travel which our child needs to undertake between school and travelling home.

Outside of term time, our child will reside with their nominated guardian, foster carer or close relative:
 Name:
 Date of Birth:
 Passport Number:
 Nationality:
 Home Address, which is a private address:

They will stay with their nominated guardian, foster carer or close relative for no more than 28 continuous days. We confirm that the nominated guardian, foster carer or close relative is not supporting any other student at the same address.

We can also confirm that we will be financially responsible for the payment of our child's outstanding academic fees and boarding fees. The funds are available in full throughout our child's stay in the UK.

We would very much appreciate your assistance in granting our child permission to enter so that they may commence their studies in the UK.

Yours faithfully,

Mother's Signature:
 Name in full:
 Date:
 Address:

Father's Signature:
 Name in full:
 Date:
 Address (if different to above):



Providing excellent day and boarding education from 2 to 18 years

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Appendix 4 Template Parental Letter for Guardianship Organisations



Pocklington School
 West Green, Pocklington
 York YO42 2NJ
 Tel: +44 (0)1759 321200
 Fax: +44 (0)1759 306366
 Email: mainoffice@pocklingtonschool.com

www.pocklingtonschool.com

Headmaster
 Toby Seth MA (Cantab)

Student details:
 Student's Full Name:
 Date of Birth:
 Nationality:
 Passport number:
 Place of Study:

Dear Sirs,

We can confirm that we are the biological parents of
 child's application for a Child student visa to study

and we are writing this letter of consent in support of our
 an independent boarding school in the UK.

As a boarding student, our child will be resident at Pocklington School (address given above) during their time in the UK. We further confirm that we agree to the reception arrangements and to any national or international travel which our child needs to undertake between school and travelling home.

Outside of term time, our child's living arrangement will be arranged by the Guardianship Company (Insert name) and we confirm that we agree to the reception arrangements and to any national or international travel which our child needs to undertake between these living arrangements and travelling to school and home. We confirm that our child will not live in this arrangement for more than 28 continuous days.

We can also confirm that we will be financially responsible for the payment of our child's outstanding academic fees and boarding fees. The funds are available in full throughout our child's stay in the UK.

We would very much appreciate your assistance in granting our child permission to enter so that they may commence their studies in the UK.

Yours faithfully,

Mother's Signature:
 Name in full:
 Date:
 Address:

Father's Signature:
 Name in full:
 Date:
 Address (if different to above):



Providing excellent day and boarding
 education from 2 to 18 years

The Pocklington School Foundation, Registered Charity No. 529834 comprises Pocklington Prep School and Pocklington School, Pocklington School Trustee Limited, Registered in England and Wales, Company No. 6560143 administers the Charity. Registered Office: West Green, Pocklington, York YO42 2NJ



Appendix 5 Template Letter of Undertaking for Nominated Guardian, Foster Carer or Close Relative

[Name and Address]

[Date]

To whom this may concern.

Subject: Letter of Undertaking as Nominated Guardian/ Educational Guardianship Organisation

I, [Guardian, Foster Carer or Close Relative Full Name], confirm that I have been nominated as the guardian for [Child's Full Name], born on [Child's Date of Birth], during their stay in the United Kingdom as a Child Student. This letter serves as a formal declaration of my commitment and responsibility.

[Child/Student full name] will be a [full time boarder] /[weekly boarder]/[flexi boarder] at Pocklington School.

I confirm that [Child's Full Name] will reside with me at [Guardian, Foster Carer or Close Relative's Full Address] during weekends, half-term breaks, or other times when the school is closed, if they are not returning home. I will also act as the emergency contact for the child at all times during their stay in the UK.

I confirm that:

- This is a private residence and is not operated as a commercial business.
- I am a British citizen / hold settled status in the UK.
- I have the full consent of the child's parents/legal guardians, [Parent/Guardian Names], to act in this role.
- I will provide appropriate care, supervision, and support for the child, ensuring their safety and wellbeing.
- I do not have a criminal record.

Signed: _____

Name: [Guardian's Full Name]

Date: _____



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Appendix 6 Template Letter of Undertaking for Guardianship Organisations

To whom it may concern,

This letter confirms that [**Guardianship Organisation Name**] has been appointed by the parent(s)/legal guardian(s) of [**Child's Full Name**], born on [**Child's Date of Birth**], to provide guardianship services during their period of study at Pocklington School in the United Kingdom.

[**Child/Student full name**] will be a [**full time boarder**] / [**weekly boarder**] / [**flexi boarder**] at Pocklington School.

At the time of application, a specific host family has not yet been confirmed. However, we confirm the following:

- The name and contact details of the staff member overseeing this guardianship arrangement:
[**Full Name, Position**]
[**Email Address**]
[**Direct Phone Number**]
- Name and full address of the guardianship organisation:
[**Organisation Name**]
[**Organisation Address**]
- Date the guardianship organisation was established:
[**DD/MM/YYYY**]

We confirm that once a host family has been assigned, their details will be communicated to the school and included in the student's file. All host families used by our organisation are thoroughly vetted, regularly inspected, and fully compliant with UK safeguarding requirements.

[**Organisation Name**] undertakes full responsibility for ensuring appropriate care, supervision, and support for [**Child's Full Name**] during weekends, half-term breaks, school holidays, and in emergency situations when the school is not responsible for their care.

Signed: _____

Name: [**Staff Member's Full Name**]

Position: [**Role in Organisation**]

Date: _____