



Guardian Nomination

This form is to completed by parents to confirm the identity of the person they have appointed as guardian. The form should be sent to the Registrar before the student starts in the College.

Please complete in BLOCK CAPITALS

Name of Student			
Name of Guardian			
Number of Residents at Guardian Household Over the Age of 18			
Address of Guardian in UK Please attach proof of address e.g. utility bill/driving licence			
Home Tel no. of Guardian		Mobile	
Email of Guardian			
Relationship to Student Please note students under 16 can only stay with a direct relative, an accredited/approved educational guardian or registered foster carer.			
Guardian Passport Number & Country of Origin Please attach copy			

I authorize the person named above to be the guardian for my son/daughter and to undertake the following responsibilities during the entire period he/she is attending Abbey College in Malvern, including holidays:

- Provide 24-hour point of contact for the parents, the student and the College.
- Act with delegated parental authority in the case of emergencies or crisis and in other matters agreed by the parents.
- Be prepared to accommodate the student immediately in the event of suspension or expulsion from the College.
- In the event of a health issue happening while the student is under their care, make appropriate arrangements for any necessary medical treatment.
- To collect the student from and deliver to airports/the College at the start of term, half terms and end of term or make suitable alternative arrangements.
- Provide both pastoral and educational support.
- Have respect for the rights, religion and customs of the student.
- Liaise with the College and the parents about all holiday and Exeat arrangements.
- Inform the College in writing about all details of travel and accommodation arrangements - transportation and accompanying person (if relevant) and exact address/contact number.
This must be made prior to the student leaving the College for overnight stays, weekends away, half-term trips, holidays or any other reason for spending time away from the College.
- Communicate with the College on a regular basis about the progress and welfare of the student
- Follow, what is commonly regarded as, best practice in guardianship and (where appropriate) hosting of international students.
- Will ensure that the student is safe and well.

Produced by:	CS	Date:	06/07/17	Checked by:	SF	Date:	11/11/2022	Approved by:	MN	Date :	11/11/2022
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Parent's Declaration:		
I declare that:		
<ul style="list-style-type: none"> I have completed this form accurately to the best of my knowledge I will update the College if any of this information changes throughout the year I accept full responsibility for the safety of my child while staying with the aforementioned person I have checked the suitability of the nominated person 		
I confirm that the nominated person:		
<ul style="list-style-type: none"> is a UK resident and spend the majority of their time in the UK so fully available as a guardian resides within 2 hours travelling distance from the College by either car or public transport is over 25 years old is a friend of the family or another family member or a professional Guardianship Agency that I entrust the responsibility of 		
PARENT'S NAME:	SIGNATURE:	DATE:

For College Use Only	<i>Form to be filed in Welfare Book in Students Services</i>		
Copies of guardian ID attached and on class	Yes / No	Signed	
Proof of address attached	Yes / No	Signed	
Visa attached	Yes / No	Signed	
Information checked on class	Yes / No	Signed	

Note: Abbey College does not recommend that any student stays with anyone who is not a direct relative unless all members of the household have a current enhanced DBS check.

Note: The College reserves the right to refuse any visit during term time if we have any doubts concerning the safety of the student.

VERY IMPORTANT:

- The choice of the guardian is entirely the responsibility of the parent(s)**
- The College has no legal responsibility for any guardian arrangements**
- The College expects the guardian arrangements to satisfy the expectations detailed in the Abbey College in Malvern Guardianship Policy**
- Please be aware that an Enhanced DBS is required for each resident in the guardian's household over the age of 16.**

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