



# Statement on Private Fostering Arrangements

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## Introduction

Oxbridge Guardians mainly places children from boarding schools in homestay arrangements for less than 28 days, in these cases no private fostering arrangement is needed.

However, occasionally there are some children aged under 16 attending international day schools who require homestay for 28 days +. These children need to be registered with the local authority and a Private Fostering Arrangement (PFA) needs to be set up.

A private fostering arrangement is one that is made privately (with no involvement of the Local Authority) for the care of a child under the age of 16 years old (or 18 years old, if disabled) by someone other than a parent or close relative, with the intention that the fostering arrangement should last for a period of 28 days or more. In this regard, the overarching responsibility for the Safeguarding, Child Protection and promoting welfare remains with the parent or another person with parental responsibility.

## Procedure

Oxbridge Guardians carefully selects homestays who meet specific criteria to host these under 16 children. Oxbridge Guardians will inform the Local Authority (LA) of the arrangements for private fostering, and in turn the LA will issue a letter of notification. This letter will then be used as part of the documentation to apply for the child's visa. The UKVI will need to check correct documentation is in place and consequently, Oxbridge Guardians will keep copies of this and other letters for the PFA in the students' care folders.

Other documentation to show that the PFA is in place includes parental consent for the child to live with the homestay family (Appendix 1), homestay agreement to host the child (Appendix 2), passport copy of the host signed and dated by Oxbridge Guardians and a guardianship letter (Appendix 3). Oxbridge Guardians will also inform the Local Authority of all arrangements for private fostering, in line with Reg.3 (2), and will ensure the homestay family is aware of the specific requirements from the LA.

Oxbridge Guardians will let the homestay family know that an officer from the Local Authority's Children's Services' Private Fostering Team will visit the Homestay Family within seven days and provide a written report (initial visit) to the Local Authority based on a formal interview with the Homestay Family. Thereafter, a member of the Private Fostering Team will make regular visits at intervals of not more than six weeks apart. The foster carer must provide details of any change in circumstances and cessation of caring for a child to both Oxbridge Guardians and the LA. If the family have hosted before the initial visit will not be necessary.

Local Authorities responsible for safeguarding and protecting children are required to ensure that foster carers are suitable and that they get any support and guidance they may need to help them care for the child. Oxbridge Guardians follow strict guidelines of safer recruitment and follow up with Safeguarding support and training.

Each Local Authority, despite following national guidelines on Private Fostering Arrangements, will often act slightly differently and Oxbridge Guardians will do their best to inform Homestays about the detailed procedures undertaken by the LA they will be dealing with.

The timescale for informing the Local Authority, and the Day School of a Private Fostering Arrangement is 6 weeks prior to the students arrival in the UK. The School may wish to provide supplementary documents acknowledging the Private Fostering Arrangement to further support the notification document from the Local Authority, the Guardian and the Parents.

## Appendix 1

Sample draft letter from the parent(s) or legal guardian

Parent's Full Postal Address

Date

Dear Sirs,

**Student: Full Name ; DOB: ; Nationality: ;**  
**Passport Number:**  
**School :**

We can confirm that we are the biological parents of [Student Name].

We can confirm that our son/daughter will be commencing their studies / continue studies in September at xxxxxxxxxxxx School; an independent day school in xxxxxxxxxxxx. Our son/daughter will attend xxxxxxxxxxxx School as a day student. We can confirm that we give our consent for our son / daughter to live independently throughout his / her stay in the UK and to this living arrangements. *(students can only live independently if aged 16+)* We also give our consent to any national or international travel which our son / daughter needs to undertake between school and travelling home.

We confirm that we give our full consent to our daughter residing at the below address with her UK appointed guardian throughout the duration of her studies in the UK:

Guardian Address

We can confirm that we are responsible for the payment of our son's / daughter's outstanding academic fees. We can confirm that the funds are available in full for our son's / daughter's Tier 4 application and throughout his/her stay in the UK.

We would very much appreciate your assistance in granting our son/daughter leave to remain so that he/she may complete their studies in the UK.

Yours faithfully,

**Name**  
**Mother**

**Name**  
**Father**

## Appendix 2

### Letter from intended carer to the Local Authority

The intended carer must provide a written undertaking to the relevant Local Authority, which confirms the care arrangement and the following details:

- (a) The intended carer's name, current address and contact details;
- (b) The address where the child and the carer will be living in the UK, if different from the current address;
- (c) Proof that the intended carer is allowed to be in the UK;
- (d) Confirmation that the accommodation offered to the child is a private address, and not operated as a commercial enterprise;
- (e) The nature of the relationship between the intended carer and the child's parent(s) or legal guardian(s);
- (f) The intended carer's agreement to the care arrangements for the child;
- (g) The availability of at least £820 per month (£1,020 per month in London), and for up to a maximum of nine months, for the intended carer to look after and accommodate the child for the length of the course;
- (h) A list of any other people to whom the intended carer has offered support;
- (i) The intended carer's signature and the date of undertaking.

The carer must provide confirmation of the Local Authority's receipt of the letter as well as all other correspondence.

## Appendix 3

A letter from Oxbridge Guardians to state their involvement in offering guardianship services to the child

Guardianship Organisation Office Address

Date

Dear Sirs,

**Student: Full Name ; DOB: ; Nationality: ;**  
**Passport Number:**  
**School :**

I certify that I accept the appointment as UK Guardian to (full name of student) who is taking a (level of course) programme at (Name of college and address), from September 201X. In this capacity I undertake to act in the best interest of the student.

During her studies (student) will be living at:  
 (College / school or homestay address)

Please do not hesitate to contact me should you require any further information.

Yours faithfully

**Director**