Statement on Private Fostering Arrangements

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Oxbridge Guardians
Part of Oxbridge Group

AEGIS fully accredited to gold standard
bsa BOARDING SCHOOLS' ASSOCIATION
BSA Certified Guardian - 2026/2029
BRITISH BOARDING SCHOOLS NETWORK
Approved Agent 2025-2026

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Introduction

Oxbridge Group Ltd 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 or staying for longer periods during holidays who require homestay for 28 days or more. These children need to be registered with the local authority and a Private Fostering Arrangement (PFA) needs to be set up.

The legislation and statutory guidance referred to in this document is:

- Replacement Children's Act 1989 Guidance on Private Fostering (2005) Children_Act_1989_private_fostering.pdf
- The Children Act (1989) Children Act 1989
- The Children (Private Arrangements for Fostering) Regulations 2005 The Children (Private Arrangements for Fostering) Regulations 2005
- The National Minimum Standards for Private Fostering national_minimum_standards_for_private_fostering.pdf

Definition

- 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[1]).
- The private fostering is usually by someone who is not the child or young person's parent or close relative[2] 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.

[1] Having a physical or mental condition that limits movements, senses, or activities. The Local Authority would specify whether a student met the threshold for them to process PFA under this definition.

[2] A person who is a relative under the Children Act 1989 i.e. a grandparent, brother, sister, uncle or aunt (whether of the full or half blood or by marriage) or step-parent will not be a private foster carer. (6091-DfES-ChildrensActFostering (publishing.service.gov.uk)

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Procedure

Oxbridge Group Ltd carefully selects homestays who meet specific criteria to host these under 16 children. Oxbridge Group Ltd will inform the Local Safeguarding Children Partnership (LSCP) of the arrangements for private fostering, and in turn the LSCP will issue a letter of notification.

Where this arrangement is made ahead of the child's arrival to the UK, 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 Group Ltd will keep copies of this and other letters for the PFA in the students' care folders.

It may occur that a PFA may be required during the student's stay in the UK (when they are already studying at the School). In this case, Oxbridge Group Ltd will ensure to liaise with all related parties (School, Parents, Host and Local Authority) to ensure clarity of information and to facilitate the progression of the PFA.

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 Group Ltd and a guardianship letter (Appendix 3). Oxbridge Group Ltd will also inform the LSCP of all arrangements for private fostering, in line with Reg.3, and will ensure the homestay family is aware of the specific requirements from the LSCP.

Oxbridge Group Ltd will let the homestay family know that an officer from the LSCP's Children's Services' Private Fostering Team will visit the Homestay Family within seven days and provide a written report (initial visit) to the LSCP 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 Group Ltd and the LSCP. If the family have private fostered for this LSCP previously, the initial visit may not be necessary.

LSCPs 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 Group Ltd follow strict guidelines of safer recruitment and follow up with Safeguarding support and training.

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

The timescale for informing the LSCP, and the Day School of a Private Fostering Arrangement is 6 weeks prior to the students arrival in the UK, or where possible 6 weeks in advance of the Private Fostering Arrangement start date. In exceptional circumstances this may not be possible, and so the timeframe would be adjusted accordingly. The School may wish to provide supplementary documents acknowledging the Private Fostering Arrangement to further support the notification document from the LSCP, the Guardian and the Parents.

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Appendix 1 – Parent Letter

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

Dear LOCAL SAFEGUARDING CHILDREN PARTNERSHIP,

We are writing to confirm that our son/daughter **STUDENT NAME** is enrolled as a student at **SCHOOL FULL ADDRESS** from ARRIVAL DATE TO UK

He/She will be staying with _____ who has agreed to a private foster care arrangement being put in place at his/her home for the length of his/her stay whilst the School is closed due Summer Holidays. SCHOOL NAME have been informed of this arrangement also.

_____ was introduced to us by Mrs. Steph Gilbert, our son/daughter's appointed UK Educational guardian (**Oxbridge Group Ltd**). Accommodation has been arranged and we confirm that our son/daughter and his/her carer will be living at the following address: _____.

We support our son/daughter's application and authorise the intended carer to take responsibility for the care of our son /daughter during his/her stay in the UK.

Student name:
Gender:
Date of birth:
Passport Number:
Nationality:
School:
Academic Year:
Arrival date:
Departure date:
Accommodation details:

Should you require any further information, please do not hesitate to contact us by phoning: _____

Father:
Email:
Signature:

Mother
Email:
Signature:
Full Home Address:

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Appendix 2 Host Family Letter

Draft letter from intended carer to the LSCP

The intended carer must provide a written undertaking to the relevant LSCP, 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 £570 per month, 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 LSCP's receipt of the letter as well as all other correspondence.

DATE
To LOCAL SAFEGUARDING CHILDREN PARTNERSHIP

RE: - Accommodation for Over 28 days – STUDENT FULL NAME

I, the undersigned have agreed to a private foster care arrangement being put in place at my home, with parental consent for STUDENT NAME who is a student at SCHOOL FULL ADDRESS.

My home is a private address, it does not operate as a commercial enterprise and does not operate as a hotel or youth hostel. STUDENT NAME will be provided with a bed, breakfast, lunch and evening meal daily, I confirm that I have at least £570 per month available to look after and accommodate him/ her for the length of his/her stay.
The role of private foster carer and its responsibilities has been explained to me. I understand that the Local Authority may visit me at my home and request medical health checks from my doctor to which I give my consent.
Student name: Gender:
Date of birth: Passport Number: Nationality:

School: Academic Year:
Arrival date: Departure date:
If you have any queries please do not hesitate to contact me. Yours faithfully,
Host Family
Name:
Passport
Number:
Contact Telephone Number:
Address:

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Appendix 3 – Guardianship Letter

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

Oxbridge Group Ltd T/A Oxbridge Group Ltd and Aspired Education Devas Club, 2a Stormont Road, Battersea, London, SW11 5EN
T:02084323457

DATE

To LOCAL SAFEGUARDING CHILDREN PARTNERSHIP

RE: Private Fostering Agreement & Guardianship of Student

Student name:
Gender:
Date of birth:
Passport Number:
Nationality:
School: Academic Year: Arrival date:
Departure date:
Accommodation Details:

I certify that I accept the appointment as Educational Guardian to **STUDENT NAME** who is in SCHOOL YEAR at SCHOOL ADDRESS from ARRIVAL DATE TO UK. In this capacity I undertake to act in the best interest of the student.

During the summer holidays from school **STUDENT NAME** will be living with the host family from START DATE. Queens College have been informed of this arrangement accordingly.

Host Family Details:

Host Family Name: Passport Number:
Contact Telephone Number: Address

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

Steph Gilbert
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T: 02083423457

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