

Educational Guardianship for International Students Policy

Version 2.0

June 2026

Document Version Control

Version	Date	Description
1.0	Oct 2022	Original version
2.0	May 2025	Revised and updated
	Jun 2026	Renewed without change

Introduction

At Glenstal Abbey School we welcome students from all over the world. Our international students are those who do not have a parent or legal guardian residing in Ireland.

When a student's parents reside outside Ireland, the school requires that his Parents / Legal Guardians appoint an Ireland-based Educational Guardian. The Educational Guardian is required to act in the best interests of the student whilst he is in Ireland and studying at the school.

Purpose of this Policy

The purpose of this policy is to set out Parent/Legal Guardian obligations and responsibilities in this area, to specify the role that the school requires the Educational Guardian to fulfil and to signpost how the school will work with Educational Guardians in supporting and caring for international students.

Parents/Legal Guardian Obligations

Parents / Legal Guardians are advised that they may appoint a friend, relative or agency provider as Educational Guardian for their son. This person must be aged over 25 or over.

If appointing a friend/relative, it is the Parent/Legal Guardian's responsibility to ensure that the appointed person is in a position to, and is willing to, provide the support set out here and as required by the school.

Parents/Legal Guardians are advised to ensure that their appointed Education Guardian is Garda (Police) Vetted, has undertaken Child Safeguarding Training and has a Child Protection Policy and Student Care Plan in place. Parents/Legal Guardians must fully satisfy themselves as to the suitability of their chosen Education Guardian.

In all cases, the school will make direct contact with the appointed Educational Guardian during the enrolment process, to set out the school's requirements and to request that the Educational Guardian independently confirms their willingness to fulfil the role.

The school reserves the right to determine the acceptability of the Educational Guardianship arrangements made for a student. Should the arrangements prove unacceptable, Parents/Legal Guardians and the Educational guardian will be advised and given reasonable opportunity to change the arrangements.

Parents/Legal Guardians are responsible for ensuring the school has up to date contact information for their appointed Educational Guardian.

If the Educational Guardian will be outside the country for any period of time, Parents/Legal Guardians are responsible for providing the school with a suitable alternative nominated Educational Guardian during their absence.

Educational Guardians: School Requirements

Education Guardians must:

- Be over 25 years of age
- Reside in Ireland, ideally within 2 hours' drive of the school
- Be able to communicate with the school in English
- Be available at all times as a point of contact for the school
- Be in a position to assist the student at any time, including at very short notice, should the need arise

Education Guardians are **required** by the school to:

- Ensure the student has safe and suitable accommodation and appropriate care and supervision when he is in Ireland and not at school. It is school policy that, regardless of the student's age, unsupervised stays in hotels or other such accommodation are not deemed as providing an adequate level of care.
- Accompany the student, at short notice if required, to medical appointments, or during hospital stays
- Arrange care and accommodation for the student if he is unable to attend school for any reason
- Liaise with the school as is required and to act in the student's best interest in relation to, for example, illness/injury, other appointments, academic, pastoral or disciplinary matters.
- To be familiar with the school's rules, regulations and policies.

An Educational Guardian may, at the request of Parents/Legal Guardians, provide additional supports to the parent/student:

- Make pastoral visits to school, to meet the student and check on his progress
- Represent parents at school events, such as Parent Teacher Meetings
- Provide, or coordinate with the school, in relation to airport transfers
- Accompany the student as required for airport departure (check in) / arrivals (the school does not provide this service)
- Support with visa applications and renewals (the school does not provide this service)
- Providing an extra level of support for the student, whom they can turn to for assistance or advice

Educational Guardians are encouraged to maintain regular contact with the student and are warmly welcomed to visit the school and to attend events for parents.

Communications Protocols

The school's staff will actively work in partnership with Parents/Legal Guardians and Educational Guardians in the support for and care of the student.

Education Guardians will receive all school communications as per Parents/Legal Guardians and will be provided with access to the Compass school app.

Whilst school staff may liaise solely with the Educational Guardian on day to day matters, the school will continue all standard direct communication with the student's Parents/Legal Guardians.

Educational Guardians may not determine which communications from the school are received by Parents/Legal Guardians.

In any matter of concern (for example, medical, disciplinary or pastoral), the protocol is that the Parents/Legal Guardian remain the primary contact in such matters.

Policy Review

The policy will be reviewed and evaluated every two years. This Policy was adopted by the Board of Management on 3 June 2025, and renewed on 2 June 2026.

Signed: 

Chairperson of Board of Management

Date: 3rd June 2026

Signed: 

Headmaster/Principal

Date: 2nd June 2026