



Admission of Students Under 18

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1. Introduction

- 1.1 We encourage applications from suitable students, irrespective of age.
- 1.2 There is no formal stage in the application process where age will be a factor in assessing suitability for the course students apply to.
- 1.3 The School's position on the age of students at Admissions is set out in *Academic Regulations Section 2*. These are that to be admitted to Guildhall School a student "must have demonstrated to the School's satisfaction, taking into account individual circumstances, the intellectual maturity necessary to gain full advantage from the education experience offered by the programme of study" and "have satisfied the School about any arrangements which are considered necessary if the student is under 18 years of age."
- 1.4 This policy outlines the admission and treatment of students who will be considered minors when they start their chosen course.
- 1.5 **Parents/guardian must review this policy in full and provide consent to the under 18 students joining the School by completing and returning the document(s) in the Appendices.**

2. Principles

- 2.1 The School does not act in *loco parentis* in relation to students who are under the age of 18 (i.e. the School does not take on the rights and responsibilities of parents/guardians in relation to under 18s).
- 2.2 The School community and site is predominantly an adult environment. It is important that students under the age of 18 and their parents understand this.
- 2.3 Students including under 18s are expected to have the necessary skills to study and live independently alongside people from different backgrounds. Places are offered at Guildhall School on the understanding that students will be able to adapt to living away from home and to look after themselves in all practical matters. This includes during any leisure time and outside of term time.
- 2.4 In rare instances consent for emergency medical treatment may be required before parents or guardians can be contacted. The School requires parents/guardians of under 18s to give their permission to act on medical advice and do what is in the best interests of the student.

- 2.5 Applicants under 18 who are made an offer do not require their parents/guardians consent to accept our offer, including any the associated terms and conditions of that offer.
- 2.6 Notwithstanding accepting the offer and the terms of enrolment, under 18s are not in general able to enter into contracts. Where these are required, for tuition fees or accommodation for example, the School requires parents to act as guarantors. This means that parents must pay any sums agreed under a contract if the student fails to do so.
- 2.7 Although under 18s are children under law, they still have the right under the Data Protection Act for information about them not to be disclosed without their consent. This means that the School is not able to give information to parents regarding the student's progress, results or any other personal circumstance unless the student has given their consent. However, if there is situation where it is deemed there is a safeguarding risk to the self or others, the circumstances could be shared with the student's Emergency Contact. The School will only do this where it is safe to do so and does not increase the level of risk.
- 2.8 A person under the age of 18 must not engage in any activities prohibited by their age, whether on site or elsewhere.
- 2.9 Where undertaking an activity that requires the consent for a parent/guardian, the student is responsible for getting that consent. If the activity relates to their course they will not be able to participate in the activity until they have consent.
- 2.10 Notwithstanding that the School does not accept any responsibility to act in *loco parentis* for students under the age of 18, the School has an enhanced duty of care towards students considered minors. The School is committed to putting in safeguards in place to promote the welfare and safety for these students.
- 2.11 The School allocates all of its students with a personal tutor. Tutors allocated to students under the age of 18 will complete a satisfactory Enhanced DBS check including a Barred List check prior to supervising the student. If the student has a principal study tutor that tutor will also undertake a satisfactory DBS check before they start teaching them. The under 18 students attend a Safeguarding Induction with the Head of Safeguarding.
- 2.12 If UK immigration restrictions for a student under 16 years of age prevent a student from taking up their place, then we will consider deferring the offer of study to a future academic year when they are able to join the course.
- 2.13 Where a non-UK under 18 student is travelling to the School independently, the School does not take responsibility for this. However advice and guidance about travelling to and in the UK is available from the Student Services Department.

3. Admissions Procedure

- 3.1 All applicants are considered fairly for admission to the School, may receive an offer for their chosen course subject to a successful application, irrespective of their age.
- 3.2 The School will not act in *loco parentis* in relation to any student under 18. As a condition of any offer the parents/guardians of students under 18 must review this policy and then complete and return a consent form (Appendix A1). In this they will confirm they understand the School will not act in *loco parentis* and accept any associated liability for the student.
- 3.3 For applicants domiciled outside of the UK, the relevant Department will add a further condition to their offer explaining that the School requires written confirmation from the parents/guardians (Appendix A2) that someone over the age of 18 will act as their UK based guardian. We refer to this nominated individual as having responsibility in *loco parentis*. The School is not responsible for vetting the nominated guardian.
- 3.4 It is the responsibility of the offer holder and their parents/guardians to return the form to the School by any deadlines given.
- 3.5 The School will not proceed any further until the parents/guardians have provided full consent, and where applicable confirmed their arrangements for a UK guardian.
- 3.6 Upon receipt of the completed form(s) from the parents/guardians, the School will arrange for the personal tutor and, if applicable, principal study tutor, to complete the Personal Tutor Form (Appendix B1) and Principal Study Tutor Form (Appendix B2). The School will also arrange for DBS checks to be completed for these staff members.
- 3.7 The School will endeavour to make all the arrangements including satisfactory DBS checks in time for the start of the course, however this cannot always be guaranteed. Where the check has not been completed by the start of the course, the School will put suitable safeguarding arrangements in place while we wait for the outcome of the DBS check(s).
- 3.8 After the School has completed the checks to their satisfaction, the student will be permitted to start the course.

4. Accommodation

- 4.1 The School may accept students who are under 18 in Sundial Court.

- 4.2 All persons responsible for day-to-day maintenance of the hall will have suitable DBS checks and will know the under 18s in their care.
- 4.3 Maintenance staff accessing student's rooms are accompanied by a member of staff with a suitable DBS check.

Appendices

Appendix A1:	Parent/Guardian Consent Form
Appendix A2:	Form to Appoint a UK Guardian for a non-UK Student under 18
Appendix B1:	Personal Tutor Form
Appendix B2:	Principal Study Tutor Form

PARENT/GUARDIAN CONSENT FORM FOR A STUDENT UNDER 18 ON ENTRY

- I have read this policy in full and understand the principles and all other procedures described.
- I understand and accept that the Guildhall School of Music & Drama does not accept full parental responsibility for my child i.e. the School will not act in *loco parentis*.
- I understand and accept that the Guildhall School of Music & Drama is an adult environment and that my child will generally be treated as an adult.
- I consent to the activities that my child will be undertaking as a necessary part of their studies.
- I consent to the Guildhall School of Music & Drama acting on medical advice in the best interests of my child to authorise emergency medical treatment if it is not possible to contact a parent or an appointed guardian.
- I understand and accept that the Guildhall School of Music & Drama's internet and e-mail services are provided on the principle of unrestricted access.
- I agree to accept liability for my child's debts to the Guildhall School of Music & Drama, and I will enter into a legally binding guarantee if requested by the School.
- I understand that my child will be asked to provide personal data and sign documents (in particular at enrolment).
- I understand and accept that while studying at the Guildhall School of Music & Drama my child will be subject to UK law and the rules of the School.
- I understand and accept that the Guildhall School of Music & Drama cannot release information relating to my child, either academic or personal, without my child giving the School express consent for this.

Name of Student: _____

Name of Parent: _____

I declare that I have read and accept the above terms and conditions of offer:

Signature of Parent: _____

Date: _____

Return to: Admissions Coordinator for the course

FORM TO APPOINT A UK GUARDIAN FOR A STUDENT UNDER 18 ON ENTRY

For students under 18 from outside the UK only.

Where parents are not resident in the UK, it will be necessary to appoint a guardian for a student under 18 on entry. The School needs the contact details for this person and must be sure that they have agreed to act in this capacity.

Being a guardian involves carrying out the tasks and responsibilities of the parent as delegated by the child's parents. As such it is a private arrangement between the parent and the guardian. The School is not able to assist parents in finding a suitable guardian but for those families who do not have friends or relatives in the UK, a list of accredited agencies can be obtained from: The Association of Educational Guardians for International Students (AEGIS) The Wheelhouse, Bond's Mill Estate, Bristol Road, Stonehouse, Gloucestershire, GL10 3RF
Tel/Fax: +44 (0)1453 821392

Email: info@aegisuk.net

The list is also available at their [website](#).

Any parent wishing to discuss these matters further should contact the Student Services Department at studentlifeofficer@gsmd.ac.uk.

Name of Student: _____

Name of Parent/s: _____

I/We authorise the person named below to act as guardian for my child whilst in the UK and until he or she is 18. This person will act on my/our behalf and assume those of our tasks and responsibilities which I/we have delegated to them under separate, private agreement.

Name of Guardian: _____

UK Address of Guardian: _____

Telephone of Guardian: _____

Fax of Guardian: _____

Email of Guardian: _____

Signature of Parent: _____

Date: _____

I hereby acknowledge that I have agreed to act as the UK Guardian for the Student and to carry out those tasks and responsibilities delegated to me by the Student's parent/s.

Signature of UK Guardian: _____

Date of Signature: _____

Return to: Admissions Coordinator for the course

PERSONAL TUTOR FOR STUDENTS UNDER 18

“The Department”: _____

“Personal tutor”: I (print full name) _____: -

- accept the position of Personal Tutor for students under the age of 18 in the Department;
- confirm that I understand that by accepting a position of Personal Tutor I will have an enhanced responsibility towards my tutees who are under the age of 18,
- confirm that I have completed and returned the DBS Disclosure Application Form to the Human Resources Department,
- confirm and agree that I will meet with my tutees who are under the age of 18 at least once a month during term time,
- confirm that I have read and understood the advice provided about the offence of abuse of position of trust under Section 3 of the Sexual Offences (Amendment) Act 2000.
- confirm that I have read and understand my responsibilities to work safely with Under 18's, as per the Guildhall School's Safeguarding Policy.

Signed (Personal Tutor) _____

Date: _____

Head of Department: I (print full name) _____

confirm that the Personal Tutor has been provided with all relevant information to enable the Personal Tutor to understand their enhanced responsibilities towards students who are under the age of 18 as set out above.

Signed (Head of Department): _____

Date: _____

DBS Enhanced Check with a Barred List check (child workforce)

Date of issue: _____

Number: _____

Return to: Admissions Coordinator for the course

Appendix B2

PRINCIPAL STUDY TUTOR FOR STUDENTS UNDER 18

“The Department”: _____

“The Student”: _____

“Principal Study tutor”: I (print full name) _____

- accept the position of Principal Study Tutor for the above student under the age of 18 in the Department;
- confirm that I understand that by accepting a position of Principal Study tutor I will have an enhanced responsibility towards my tutees who are under the age of 18,
- confirm that I have completed and returned the DBS check Application Form to the Human Resources Department,
- confirm that I have read and understood the advice provided about the offence of abuse of position of trust under Section 3 of the Sexual Offences (Amendment) Act 2000,
- confirm that I have read and understand my responsibilities to work safely with Under 18's, as per the Guildhall School's Safeguarding Policy.

Signed (Principal Study Tutor): _____

Date: _____

Head of Department: I (print full name): _____

confirm that the Principal Study Tutor has been provided with all relevant information to enable the Principal Study Tutor to understand their enhanced responsibilities towards students who are under the age of 18 as set out above.

Signed (Head of Department): _____

Date: _____

DBS Enhanced Check with a Barred List check (child workforce)

Date of issue: _____

Number: _____

Return to: Admissions Coordinator for the course