



**Students Living with Family Offsite and
in the Boarding House Policy**

2021-2022



Students Living with Family Offsite and in the Boarding House Policy

SLT Responsible for this Policy: Helen Walker, Director of Boarding

Telephone: 01223 578280

Email: Helen.Walker@abbeycambridge.co.uk

Field Cod

This policy is reviewed on an annual basis		
Annual Policy reviewed by:	Helen Walker	June 2021
Approved by SLT and Published:		June 2020
Next Review:		June 2022

This policy has been approved by SLT and adopted on behalf of the Governors, and is addressed to all members of staff and volunteers and is available on the school's portal. It is available to parents on request. It applies wherever staff or volunteers are working, including when this involves being away from the school.

Students Living with Family Offsite and in the Boarding House Policy

Living with Family

When a student of any age requests to live with a relative in the UK instead of in Abbey College Cambridge organised and approved accommodation, the relative must be;

- A parent.
- A close relative.
- Aged 25 or over (requests for students to live with relatives aged under 25, will be assessed on a case by case basis)
- In a position of responsibility.

A close relative is defined in law under the Children Act 1989 as a grandparent, brother, sister, uncle or aunt.

As part of the approval process if the relative is not a parent, then an interview with the family member must take place with the Head of Accommodation and Student Enrolment, , followed by a home visit.

If living with parent documents required: *NB: All documents must be translated, stamped and verified*

From the parents
A letter/email of request (please see note below about the letter/email requirements)
Passport photo page copy
Birth certificate of student
Family record if applicable

The letter must include:

1. The relationship between the parent/relative and the student.
2. The full name/s, date of birth and passport number/s of the parent/relative.
3. The length of time that the student will live with the parent/relative.
4. The address of the parent/relative where it is intended the student will live.
5. A statement to include why the student will live with the proposed relative.

Students Living with Family Offsite and in the Boarding House Policy

Parents are also required to sign and return a copy of the parental agreement, sent to them after their documents are approved.

If the student is living with a relative who is not the parent documents required:

From the parents	From the relative
A letter/email of request (please see note below about the letter/email requirements)	A letter confirming the request
Passport photo page copy	Passport photo page copy
Birth certificate of student	Birth certificate of relative
Family record if applicable	Proof of relationship to the parent

Request to live in the boarding house and share with a sibling

Requests from parents for their son/daughter to live with their sibling in ACC accommodation and share a twin room, are dealt with on a case-by-case basis by the Director of Boarding and the Head of Accommodation and Student Enrolment.

The boarding house into which the siblings can be allocated/placed out of Abbey House and Purbeck House, depends on a number of factors:

- Age of the children (for new and returning students)
- Gender of the children (for new and returning students)
- Progression (for returning students)
- Attendance (for returning students)
- House Master and Head of House report (for returning students)
- Parental permission (for new and returning students)

Students Living with Family Offsite and in the Boarding House Policy

Documents required in all cases for requests for twin rooms to be considered:

NB: All documents must be translated, stamped and verified

From the parents
A letter/email of request confirming proof of relationship of the siblings to each other and the parents
Passport photo page copy of both siblings and parents
Birth certificates of both siblings
Marriage certificate from parents

Once approved, siblings of the same gender may share a twin room in either the Abbey House or Purbeck House -boarding house. There are no host family twin rooms available.

Siblings of different genders cannot share a room.

Associated policies

Accommodation Policy