

## Consent Form: London School

Under UK law, all people under the age of 18 are regarded as children. For this reason, we require students who are under 18 years of age to obtain consent from a parent or guardian before studying at Burlington School. This form covers the relevant areas for which we require consent.

Please refer to the [Notes](#) where appropriate.

**Please complete the shaded ( ) fields and tick (✓) the appropriate boxes below.**

To complete this form, you may need the latest version of Adobe Acrobat Reader, which you can download from <https://get.adobe.com/reader/>.

### Personal information of the Student<sup>1</sup>

Name of student (“the Student”) \_\_\_\_\_

Date of birth \_\_\_\_\_

Passport number \_\_\_\_\_

Passport expiry date \_\_\_\_\_

Nationality \_\_\_\_\_

Enrolled to study at  
     Burlington School (“the School”)  
     Lord Annaly House  
     146A Bedford Hill  
     London  
     SW12 9HW  
     United Kingdom

Dates of study                      from \_\_\_\_\_ to \_\_\_\_\_

### Personal information of the Parent or Guardian<sup>2</sup>

Name of parent/guardian \_\_\_\_\_

Relationship to the Student \_\_\_\_\_

Home address \_\_\_\_\_

Telephone number \_\_\_\_\_

Email address \_\_\_\_\_

Do you speak English?                      Yes                      No

If you answered **No**, what languages do you speak? \_\_\_\_\_

*Please provide an additional contact in case the above person cannot be contacted:*

Name of person \_\_\_\_\_

Relationship to the Student \_\_\_\_\_

Home address \_\_\_\_\_

Telephone number \_\_\_\_\_

Email address \_\_\_\_\_

Does this person speak English?                      Yes                      No

If you answered **No**, what languages do they speak? \_\_\_\_\_

### Travel to the UK and London<sup>3</sup>

*Please tick (✓) the box to indicate that you agree to the following:*

I give consent for the Student to travel to the UK for the purpose of studying at the School.

*Please tick (✓) ONE box:*

The Student will be collected from a UK airport or rail/sea terminal by taxi or minibus arranged by the School

I will arrange transport from a UK airport or rail/sea terminal for the Student.

*Details of person collecting the Student:*

Name of person \_\_\_\_\_

Relationship to the Student \_\_\_\_\_

Home address \_\_\_\_\_

Telephone number \_\_\_\_\_

Email address \_\_\_\_\_

### Return Travel from the UK to the Student's country<sup>4</sup>

*Please tick (✓) ONE box:*

The Student will be taken to a UK airport or rail/sea terminal by taxi or minibus arranged by the School

I will arrange transport to a UK airport or rail/sea terminal for the Student.

*Details of person accompanying the Student:*

Name of person \_\_\_\_\_

Relationship to the Student \_\_\_\_\_

Home address \_\_\_\_\_

Telephone number \_\_\_\_\_

Email address \_\_\_\_\_

### Travel to and from the School<sup>5</sup>

*Please tick (✓) the appropriate box to indicate that you agree to the following:*

The Student has permission to travel to and from the School alone (aged 12 or above).

The Student will travel to the School with the following named individual:

Name of person \_\_\_\_\_

Relationship to the Student \_\_\_\_\_

Home address \_\_\_\_\_

Telephone number \_\_\_\_\_

Email address \_\_\_\_\_

The Student requires a chaperone service from the School to travel to and from the School.

I have paid the fee for this service.

### Accommodation<sup>6</sup>

*Burlington School is responsible for providing accommodation and all meals unless alternative arrangements have been made by the parent(s) or legal guardian and confirmed in writing. Please tick (✓) the appropriate box to indicate that you agree to the following:*

I understand that in any accommodation arranged by the School, the rules laid out in the student handbook and accommodation handbook will be strictly applied by the School and/or accommodation provider.

I understand that the School has no control over or influence on accommodation that has been arranged independently of the School.

We reserve the right to check accommodation that is not with immediate family.

*Please tick (✓) one box:*

I give consent for the Student to spend time alone in their accommodation without direct supervision from the accommodation provider and/or designated Group Leader.

I do not give consent for the Student to spend time alone in their accommodation without direct supervision from the accommodation provider and/or designated Group Leader.

The School may charge an extra fee for this service.

### Meals<sup>7</sup>

*Burlington School is responsible for providing accommodation and all meals unless alternative arrangements have been made by the parent(s) or legal guardian and confirmed in writing. Please tick (✓) the appropriate box to indicate the following:*

I have asked and paid for Burlington School to provide all meals for the student.

I have made other arrangements for the student to receive meals

*Please give details of who will provide the meals, where and when the student will eat, and how these meals will be paid for:*

### Social activities<sup>8</sup>

*Please tick (✓) the boxes to indicate that you agree to the following:*

I give consent for the Student to participate in activities and excursions organised by or through the School.

I give consent for the Student to participate in activities and excursions organised independently of the School.

I understand that such activities may involve the Student travelling to cities other than London and/or countries other than the UK, and/or being away from their accommodation for one or more nights.

*Burlington School is partnered with a number of agencies that provide social activities. We ensure that all such companies have carried out full risk assessments, and that they comply with Burlington School policies on Safeguarding and Welfare, and Health and Safety.*

### Free Time<sup>9</sup>

Please tick (✓) the appropriate boxes to indicate that you agree to the following:

I give consent for the Student to spend time out of school or out of their accommodation, unsupervised by the School or its representatives:

- on Monday to Friday afternoon (see [Notes](#)).
- in the evening (see [Notes](#)).
- at the weekend (see [Notes](#)).

I do not give consent for the Student to spend time out of school or out of their accommodation, unsupervised by the School.

I have paid for or otherwise arranged supervision for the Student at these times.

### Medical treatment<sup>10</sup>

Please tick (✓) the box to indicate that you agree to the following:

I give consent for the Student to receive first aid from a trained First Aider, and/or for the School and its representatives to arrange medical treatment in the event of accident, injury or illness.

I have informed the School of any medical conditions, medication taken, allergies, special educational needs, or other relevant information for the Student.

### Data protection<sup>11</sup>

Please tick (✓) the boxes to indicate that you understand the following:

It is necessary for the School to record details of students, including medical and educational needs, and to keep a copy of their photographic ID. Any such information is strictly for internal and welfare purposes, and stored securely and in line with data protection laws.

The School will from time to time contact you with offers and news from the School. Under no circumstances will the School pass your data on to any other organisation or individual. Please tick to give consent for the School to contact you in this way.

*The School will occasionally take photographs or videos of students in the course of lessons or other activities, which may be used for a variety of purposes.*

Please tick to give consent for the School to make such images of the Student for internal use (for example, notices and posters).

Please tick to give consent for the School to make such images of the Student for external use (for example, school brochures).

Please tick to give consent for the School to make such images of the Student for use on social media.

## Declaration

Please tick (✓) the boxes to indicate agree to the following:

All the information given on this form is correct.

I have read, and agree to be bound by, the school's Terms and Conditions.

I understand that while the Student is studying with the School, the School has a duty of care to the Student, as laid out in the School's [Safeguarding and Welfare Policy](#). The School makes decisions regarding the safeguarding and safety of its students based on UK law, local knowledge and experience. The School will not agree to any requests that go against these policies, laws or principles.

In an emergency, or in any case relating to the safeguarding of the Student, every effort will be made to communicate with the parent, guardian and/or other emergency contact of the Student. However, in urgent cases, the School may take actions to ensure the safety of the Student without first consulting these people.

I am the parent or legal guardian of the Student.

Signature

---

Name

---

Relationship to the Student:

---

Date

---

## Notes

- 1
  - *These details must be the same as in the Student's passport.*

[Return to section](#)
  
- 2
  - *This person must be the Student's parent or legal guardian*
  - *This person must complete this form*
  - *This is the person who gives consent to the Student to study*
  - *We will contact this person in case of emergency, illness, or any other safeguarding issues.*
  - *You must provide a copy of the passport of both people in this section.*

[Return to section](#)
  
- 3
  - *If the Student is travelling to the UK alone, please make sure the airline allows children to travel alone.*
  - *If you are arranging transport for the Student, you must provide a copy of the passport of the person collecting the Student.*

[Return to section](#)
  
- 4
  - *If the Student is travelling from the UK alone, please make sure the airline allows children to travel alone.*
  - *If you are arranging transport for the Student, you must provide a copy of the passport of the person accompanying the Student.*

[Return to section](#)
  
- 5
  - *If the Student is aged **11 years or younger**, they must be accompanied to and from the School.*
  - *If the Student is aged **12 years or older** alone, they can travel to and from the School alone, or the School can organise a chaperone.*
  - *If the Student is being accompanied to and from the School by somebody who does not work for the School, you must provide a copy of their passport.*

[Return to section](#)
  
- 6
  - *If the accommodation has been organised independently of the School, you must provide the name of the accommodation provider, their relationship to the student, and a copy of their passport.*

[Return to section](#)
  
- 7
  - *If any or all meals are organised independently of the School, you must provide the name of the person who will provide meals to the student, state where and when they will receive these meals, and tell us how these meals have been paid for.*

[Return to section](#)
  
- 8
 

*On some social activities organised by the School, such as museum visits and full-day excursions, students are allowed free time.*

  - *If the Student is aged **12 years or older**, they can spend this free time in a group of 3 or more students of a similar age.*
  - *If the Student is aged **11 years or younger**, they must spend this free time with a member of the School staff or a designated Group Leader.*

*Some social activities may be organised independently of the School.*

  - *If the Student is aged **15 years or younger**, they must be accompanied on such activities by a member of the School staff, a designated Group Leader, or a person appointed by a parent or guardian.*
  - *If the Student is being accompanied by a person appointed by a parent or guardian, you must provide the name of the person, their relationship to the student, and a copy of their passport.*

[Return to section](#)
  
- 9
  - *Unsupervised free time is only allowed if the Student is **16 or 17 years old**, or if they are accompanied by a designated Group leader, or an appointed guardian.*

*If the Student is accompanied by somebody who is not an employee or representative of the School, you must provide the name of the person, their relationship to the student, and a copy of their passport.*

  - *If the Student is accompanied by somebody who is not an employee or representative of the School, you must provide the name of the person, their relationship to the student, and a copy of their passport.*

[Return to section](#)
  
- 10
  - *See <http://burlingtonschool.co.uk/pre-arrival-information-for-students.html> for information on accessing healthcare in the UK.*

[Return to section](#)
  
- 11
  - *See <http://burlingtonschool.co.uk/school-policies.html> for information on the School's Data Protection Policy.*

[Return to section](#)