

Consent Form: London School 16 and 17-year-olds on the Adult Course

Emergency Number: +44 (0) 7539156567

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.

Our main priority is making sure that our Students are happy and safe while studying with us, and that they are receiving the best level of education possible, while also having the time of their life!

Therefore, in order to help us make this possible, we ask you (the parent or legal guardian) to complete this form for any Student aged 16-17 who is enrolled on Burlington School's Adult Programme.

Please note that the Student will not be able to start the course until the form is received by Burlington School.

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

Student Number _____

Name of Student ("the Student") _____

Date of birth _____

Passport number _____ Passport expiry date _____

Nationality _____

Mobile phone number of Student during stay _____

Email address of Student _____

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 Parents or Guardian

Name of parent/guardian _____

Relationship to the Student _____

Home address/telephone number _____

Passport 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 or does not speak English.

Name of person _____

Relationship to the Student _____

Home address/telephone number _____

Passport number _____

Email address _____

Does this person speak English? Yes No

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

Travel to and from the UK and London (Airport transfer)

All Students aged 16 and 17 are advised to have a return airport taxi transfer, unless they are travelling with a named relative or adult friend. We advise this to avoid possible problems with immigration procedures. Student must also carry this Parents Consent Form when travelling.

Arrival:

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 accompanying the Student:

Name of person _____

Relationship to the Student _____

Home address/telephone number _____

Email address _____

If you choose not to book an arrival/departure transfer for the Student, you should be aware of the following issues:

- Immigration officers (passport control at the airport) may not allow a child with no one at the airport to greet them to enter the UK.
- The Student will be travelling on public transport to an unfamiliar location.
- Please ensure you have checked the journey from the airport to the Homestay / Onsite Residence together before they fly.
- Ensure they have our emergency telephone number so we can assist, if required

I agree that the Student can travel unaccompanied from a UK airport or rail/sea terminal to their accommodation.

Arrival Details: Flight Number: _____ Time: _____

Departure:

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 _____

I agree that the Student can travel unaccompanied from their accommodation to a UK airport or rail/sea terminal.

Departure Details: Flight Number: _____ Time: _____

Course

I understand that the Student will study in classes with Students aged 18 and over.

If they are more than 10 mins late for their lessons, they will be contacted via our emergency phone number. If no contact can be made, the parent/guardian will be contacted.

Attendance

I understand Students are expected to attend 100% of their lessons and to be in their accommodation at the relevant curfew times. If you wish the Student to be absent from the course at any time, please contact Burlington School directly so that the School is made aware prior.

Accommodation

Burlington School is responsible for providing accommodation and a meal plan (depending on the type of accommodation the Student has booked) unless alternative arrangements have been made by the parent(s) or legal guardian and confirmed in writing.

I have booked and paid for Burlington School's Onsite Residence (Half Board Monday – Friday & Breakfast Saturday – Sunday)

I have booked and paid for Homestay Accommodation (Half Board Monday – Sunday)

I have provided the child with sufficient pocket money to pay for additional meals, as required.

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

If the Student is staying with family members or independently arranged accommodation, please give full details. Burlington School reserves the right to inspect the provided private accommodation arrangements in order to make sure the safety of the Student.

Details of adult responsible for the Student in the accommodation:

Name of person

Date of birth

Identity Card/Passport No:

Relationship to the child:

Address

Mobile number

Curfew times

I agree to the curfew times stipulated below

Onsite Residence:

The Student must be back in the residence by 22:00 and sign their name at reception.

The Live-In Residence Supervisor will check they are back in the Onsite Residence by 22:00 every evening. If they have not returned to the residence by 22:00, they will be contacted via our emergency phone number. If no contact can be made, the parent/guardian will be contacted.

Homestay:

The Student must be back in in their homestay by 22:00.

If they need to take public transport to get back to their homestay, please ensure they leave plenty of time for travelling to avoid being late.

If they arrive home late, the School will be informed and action will be taken.

Social Programme

The School's social programme is not compulsory on the adult programme.

Burlington School runs weekly Social Programme activities in the afternoons or weekends (occasionally by third party companies with additional costs). Some Social Programme activities will be for over 18s only, so they will not be allowed to join.

All School activities are supervised by School staff. However, it should be understood that Students attending evening social events are expected to arrange their own travel home. We strongly advise they return to their accommodation with a friend, or preferably a taxi when it is dark.

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.

Unsupervised times

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

Whilst we welcome Students aged 16-17 on our adults courses, it should be understood that we do not provide 24 hour supervision and therefore it is very important that parents and guardians consider whether the Student is emotionally mature enough to act responsibly during their stay on our adult programme.

The Student will not be supervised between lessons, during lunchtime and after their lessons. They will also not be supervised while returning to their homestay or independently arranged accommodation.

Medical

In order for Burlington School to provide the appropriate support and help for the Student please answer the questions below and use the space below to list any pre-diagnosed illness or other medical issues (allergies included) from which the Student suffers.

Is the Student on regular medication? Yes No

Does the Student require regular hospital treatment? Yes No

Does the Student regularly take any medication? Yes No

Please include any further information regarding the above: In case of an emergency,

I give permission for any medical treatment to be given to the Student as advised by a professional.

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

Please tick (✓) the boxes to indicate that you agree to 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 _____