

2024-25

Central Film School

## Applicants Under 18 Policy & Process

### 1. Introduction

- 1.1. Central Film School is committed to equal opportunities and all applications are considered on their individual merits.
- 1.2. Occasionally the School admits students who are under the age of 18 years. In most cases this will be a very temporary situation, as the student will be approaching their eighteenth birthday at the time of registration.
- 1.3. These students and their parents or guardians should understand that the School predominantly admits students who are over the age of 18 years and that they will be entering an adult environment.
- 1.4. The School treats all its students as independent, mature individuals and students who are under the age of 18 years will be treated in the same way.
- 1.5. The usual personal and academic support arrangements will apply to students who are under 18 years. This normally includes the allocation of a personal tutor and a comprehensive range of specialist student services.
- 1.6. However, the School acknowledges that anyone under the age of 18 living in England is legally a child and recognises that students under the age of 18 may therefore have additional needs in relation to their wellbeing and require additional support.
- 1.7. This policy should be read in conjunction with the School's [Safeguarding Policy](#).

- 1.8. Central Film School is not acting in loco parentis.

## 2. Policy

- 2.1. The School cannot assume full parental responsibility for a student under the age of 18. In applying to the Central Film School, and accepting an offer, applicants and their parents or guardians are accepting the School is an adult environment. Our students are expected to behave like adults and to assume adult levels of responsibility.
- 2.2. In the case of students joining the School before their 18th birthday, the School does have an enhanced duty of care as such students are regarded as minors under English law. There are both legal and practical consequences. The following guidance seeks to ensure that the respective responsibilities of the School and parent or guardian in relation to the applicant are clear.
- 2.3. The School does not normally admit students under 16 years old.
- 2.4. It is a condition of admission to the School that the parent or guardian of any student who is under the age of 18 years, on registration, confirms, by providing a signed copy of the **Acknowledgement Form**, their acceptance of the arrangements set out in this Policy.

## 3. Process

- 3.1. Where an applicant will be under the age of 18 on 1 September for the year they are joining, the School will require the applicant's parent or guardian to sign the Acknowledgement Form for students under the Age of 18, where they are accepting an offer from the School.
- 3.2. Completing this Acknowledgement Form confirms the parent/ guardian has read and understood the nature of the obligations which the School owes to its students under the age of 18 and the extent of the services available to them.
- 3.3. No applicant under the age of 18 will be eligible to be registered at the School until the Acknowledgement Form has been signed and returned.
- 3.4. Where a student is an international student and their parents remain overseas, the School requires the details of a guardian who is based in the UK.
- 3.5. The School will only be able to register a student once they have provided details of their UK based guardian. If, however, they do not have a contact in the UK who is willing and able to act as a guardian then there are agencies who will, for a fee, make arrangements for them.

- 3.6. Notwithstanding the need for a parent or guardian, the School will correspond with students, and not with parents or guardians, unless the School receives express written permission from the student or there is a medical, criminal or similar emergency.
- 3.7. As people under the age of 18 are classified as children under English law, this means that their parents or legal guardians must make decisions on their behalf and hold legal responsibility for their protection and safety while their child is in the UK.
- 3.8. The School must therefore be able to contact a UK-based guardian who has been nominated by parents or legal guardians who can act on their behalf and be the liaison between the School and the parents if an emergency situation arises or there are serious concerns for the health or wellbeing of the person under 18.
- 3.9. Any adult can be a guardian. Whoever is taking on the role of guardian should ensure that:
  - They will be available for contact throughout the period that the child is under 18
  - They understand that they will be contacted in case of emergency situations where they will be expected to liaise directly with the parents or legal guardians and may be expected to attend the School or other location where the incident has occurred where this is necessary.
  - That they may need to arrange for alternative accommodation at short notice should the School be closed due to an emergency or in the unlikely event that the student is suspended from the School due to breaches in regulations etc.
  - That they would need to take responsibility for any travel activities that the child arranges while in the country.

#### 4. Parent/ Guardian Acknowledgement Form

- 4.1. Set out below is an explanation of the elements covered in the Acknowledgement Form.
- 4.2. **Parental Responsibilities:** As noted above, the School is not able to take on parental responsibility for students under the age of 18. Students who are under the age of 18 will be required to provide proof of a UK-based parent or guardian who is willing to be contacted in an emergency. Students who do not have a suitable relative in the UK will be required to register with and pay for a professional guardianship service. Students will be required to demonstrate that their guardianship contract covers the entire period until they become 18.
- 4.3. **Contracts:** As a student who is under the age of 18 cannot enter into legal contracts, The School requires a student's parents or guardians to honour all obligations under any contracts that the student enters into the School prior to his or her eighteenth birthday (e.g. Payment of tuition). A person under the age of 18 does not have full legal capacity to enter into contracts, to give valid consent or to hold office in student clubs and societies.

- 4.4. **Academic Course Content:** Academic programmes are designed and validated to be delivered to students over the age of 18 years. Therefore, they may contain teaching materials that are 18-rated. If students and their parents or guardians are concerned about the content of the programme they wish to enrol on they are advised to discuss the content of the programme with the Course Leader.
- 4.5. **Field Trips:** Courses may involve compulsory or optional field trips, excursions or other periods of study away from the School campus. The School is not able to take any additional responsibility for a student who is under the age of 18 in relation to such activities. Unless indicated otherwise, by signing the consent form the parent or guardian gives consent for the student to take part in these activities on that basis. Risk assessments are carried out before all field trips and provision is made for inclusion of under 18s where possible. Participation in some activities may be limited.
- 4.6. **Holding Office:** Students who are under the age of 18 are encouraged to join student clubs or societies but may not be able to hold office until after their 18th birthday (this is because Officers can carry legal responsibilities). Their participation in certain activities may be limited.
- 4.7. **Sale of alcohol and other restricted goods and services:** It is illegal for alcohol and other restricted goods or services to be sold to, or bought by, students who are under the age of 18. The School will take reasonable steps to ensure that the law is not broken in relation to licensed premises under the School's control but cannot undertake to supervise any individual student.
- 4.8. **Relationships with staff:** The School believes the professional relationship between a student and a member of staff is an important part of the student's educational development. To ensure that students maximise their learning experience, it is vital that trust and confidence exist between staff and students.
- 4.9. **Placements:** Where a student who is under 18 is required to undertake a placement as part of the programme of study, appropriate arrangements will be made with the workplace to safeguard the student and to ensure compliance with relevant legislation, (such as Health and Safety and Working Time Regulations).
- 4.10. **Provision of IT services:** The School offers email and unregulated internet services for all its students. These services are provided on an unsupervised basis. Students are expected to act in an adult and responsible manner when using these facilities.
- 4.11. **Non-academic Activities:** A student is responsible for informing the organisers of non-academic activities in which they wish to participate that they are under the age of 18 years. In such cases the organiser will undertake a risk assessment and discuss with the student any particular concerns that arise, which may result in the student not being permitted to participate, or only with the express consent of the parent/guardian. The organiser will make any necessary special arrangements if required.

- 4.12. **Data Protection:** Although those under 18 are regarded as children under the 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 most other personal circumstance. However, if the student fails to pay any sums agreed on contracts, then it may be necessary to disclose this to any guarantor and possibly to a debt collection agency.
- 4.13. **Notification:** The relevant academic department, professional services and School personnel will be notified, prior to registration, of any student who will be under the age of 18 on entry to the School by the Student Recruitment & Admissions Team. Teaching and other staff will not routinely be made aware of a student's age. A departmental risk assessment will be undertaken to ensure that appropriate safeguarding is in place for the individual student on their course. Once the student reaches the age of 18 this policy will no longer apply. At this point the student will become liable and responsible with regard to all matters.

## 5. Roles and Responsibilities

- 5.1. The Student Recruitment & Admissions Team is responsible for ensuring that any applicant under 18 for the year they are joining receives this policy and an Acknowledgement Form and that it is signed by the parent or guardian where they are accepting an offer.
- 5.2. In the event that the form is not signed a further reminder will be sent. A student will not be able to register without the completed form.
- 5.3. The Student Recruitment & Admissions Team will inform the relevant academic and professional services colleagues, prior to registration, of any student who will be under the age of 18 on entry to the School.
- 5.4. The relevant Course Leader (or their delegate) will be responsible for ensuring a departmental risk assessment is undertaken to ensure that appropriate safeguarding is in place for the individual student on their course, including any field trips. Once the student reaches the age of 18 this policy will no longer apply.

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