

Policy on Admission of Students under the Age of 18 Years

Introduction

1. Occasionally the Courtauld 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. The Institute 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.
2. The Institute recognises that the Equality Act 2010 requires it to ensure that it does not unlawfully discriminate against individuals on the basis of age, including individuals who are under 18. However, the Institute also acknowledges that anyone under the age of 18 living in England is legally a child and may therefore have additional needs in relation to their support and welfare.
3. This Policy outlines how the Institute will ensure that it meets these legal obligations. Admission of any student under 18 years of age must be carried out in line with the requirements of this policy.

Admissions

4. Applications from individuals who will be under 18* at the commencement of the programme that they are applying for will be treated in accordance with the Institute Admissions Policy.
5. If the Institute decides to make an offer on academic grounds, a letter will be sent to the applicant informing them that, as a result of their age, certain additional formalities will need to be completed before the start of the degree programme.
6. The letter shall be accompanied by a Declaration (a draft of which is attached at Appendix 1) to be read and signed by the applicant's legal guardian, and to be returned to the Admissions Office if the applicant decides to accept the offer. This seeks to ensure that the respective responsibilities of the Institute and the legal guardian in relation to the applicant are clear. Receipt of the signed Declaration shall be a condition of the applicant's offer. Following successful enrolment, the Declaration will remain in force until the student is aged 18.
7. Any special arrangements put in place to support and safeguard the welfare of young students will cease to apply when they reach the age of 18.

**The Institute does not admit students under 16 years old. Under the terms of the Tier 4 (General) licence the College can only sponsor applicants aged 16 years or above.*

Institute Responsibilities

8. Academic Registry will:
 - (i) identify a named member of staff who will have responsibility as the personal tutor for each student under 18 using reasonable endeavours to allocate a personal tutor with existing 'enhanced' DBS clearance; if none is available, to apply for DBS clearance for the appointed personal tutor as soon as reasonably possible;
 - (ii) ensure that students under 18 meet with their personal tutor on at least a monthly basis in term time and maintain regular e-mail contact out of term time;
 - (iii) at the start of each new academic year remind each such personal tutor of the existence of this Policy as well as the Courtauld's Child Protection Policy.

Parental Responsibilities

9. The Institute is not able to take on the usual rights, responsibilities and authority that parents have in relation to a child, and it will not act in *loco parentis* in relation to students who are under the age of 18 years. It is a condition of admission to the Institute that the parent, guardian or other person with parental responsibility of any student who is under the age of 18 years confirms, prior to their admission, by signing and returning the enclosed Declaration, their acceptance of the arrangements set out in this document.

10. If the parent(s) of a student aged under 18 is/are not resident in the UK, it will be necessary for them to appoint a guardian normally residing in the UK and to provide details for this person and their informed consent to their acting in this capacity. Being a guardian involves carrying out the tasks and responsibilities of the parent(s) as delegated by the child's parents. It is a private arrangement between the parent(s) and the guardian. The Institute is unable to assist parents in finding a suitable guardian, but in the case of difficulty in this regard, a list of accredited agencies may be obtained from the Association of Educational Guardians for International Students (AEGIS), details of whom are available at www.aegisuk.net.

11. As a student who is under the age of 18 years may not be able to enter into legal contracts, the Institute requires a student's parents or other persons with parental responsibility to honour all obligations under any contracts with the Institute that the student enters into prior to his or her 18th birthday. By signing the enclosed Declaration, the parent agrees to this.

12. It is the Institute's usual policy that it deals with students and not with parents and this approach will also apply to students who are under the age of 18 years. The Institute will therefore correspond with students, not parents.

13. Students under the age of 18 still have the right under the Data Protection Act for information about them not to be disclosed without their consent to other persons, including their parents, without their specific written consent.

Relationships with Staff

14. Under the Sexual Offences (Amendment) Act 2000, it is a criminal offence for any person in a position of trust (which may include members of Institute staff) to engage in sexual activity with someone who is under the age of 18 years.

Child Protection

15. As a matter of law in England, a person under the age of 18 in years is a child. The Institute has a responsibility to protect those under the age of 18 years from abuse and will report any suspicions or allegations of abuse of children to the appropriate Social Services officer. Any such suspicions or allegations will be reported to the Academic Registrar or nominee who will contact the appropriate authorities.

Field Trips

16. Programmes may involve compulsory or optional field trips, excursions or other periods of study away from the Institute. The Institute is not able to take any additional responsibility for a student who is under the age of 18 years in relation to such activities. Unless indicated otherwise, by signing the enclosed Declaration, parents give consent for the student to take part in these activities on that basis.

Alcohol

17. It is illegal for alcohol to be sold to or bought by students who are under the age of 18 years. The Institute will take reasonable steps to seek to ensure that the law is not broken in relation to licensed premises under the Institute's control but cannot undertake to supervise any individual student.

Holding Office

18. Students who are under 18 years are not allowed to hold office, for example, they may not be secretary or treasurer to the Students' Union.

Student Accommodation

19. Parents should recognise that residential accommodation offered by the Courtauld is generally intended for the use of adults and that special arrangements cannot be made for students who are under the age of 18 years.

Emergency Contact

20. The Institute has a duty of care towards all its students and staff. In the case of students who are under the age of 18 years, this duty is enhanced, as such students are considered to be children in terms of UK law. In order to ensure that its duty of care towards such students is properly fulfilled, the Institute recognises the importance of collecting and maintaining emergency contact information, and of obtaining authorisation to act in *loco parentis* in some limited circumstances for such students.

21. The circumstances in which the Institute may need to act in *loco parentis* include, for instance, any dealings, which a student may have with the police or in the case of a medical emergency when the student might not be able to make a decision him/herself. The Institute would only take a decision on the student's behalf in these circumstances if it were impossible or impractical to contact the student's nominated emergency contact in the available time.
22. The persons who would normally act on behalf of the Institute in such a matter are:
- (i) The Associate Dean for Student Affairs or his/her nominee
 - (ii) The student's Personal Tutor or Head of Programme
 - (iii) The Academic Registrar or his/her nominee

Procedure

23. The Academic Registrar or nominee is responsible for ensuring the appropriate procedure is followed in full, by delegating the tasks specified in the procedure to appropriate staff.
24. The applicant will apply through normal channels (UCAS for undergraduate degrees and the e:Vision online application system for postgraduate courses). Following normal procedure, the applicant will give their date of birth in their application when prompted.
25. Where an application from an individual who will be under 18 years of age at the commencement of the programme is accepted or conditionally accepted by the relevant member of staff, it will be referred to the Academic Registrar or nominee, to arrange for a risk assessment to be conducted. This assessment will identify any adjustments that the Institute will need to make to ensure that it meets its legal and health and safety obligations to the student and to staff involved with the delivery of the programme.
26. It is essential that the Admissions Tutor obtains guidance and approval from the Academic Registrar before making an offer to the applicant.
27. The Academic Registrar is likely to ask the Admissions Tutor to obtain certain additional information about the applicant, for example whether the applicant has previously lived away from home, whether they have family based within convenient reach of the Courtauld, and so on.
28. The Academic Registrar will consider the individual circumstances of the applicant and will determine, in consultation with other key colleagues, what special arrangements should be set in place to support them and safeguard their welfare while studying at the Institute. Examples of special arrangements may include:
- (i) meeting face to face or conducting telephone interview with the applicant and their parent(s)/guardian(s) to discuss relevant issues and ensure they are fully aware of the predominately adult nature of the Institute environment;
 - (ii) supplementary tutorial or pastoral support;
 - (iii) guardianship or chaperoning;

- (iv) any other such arrangements as deemed reasonable and necessary to safeguard the welfare of the young student at the Courtauld.

29. The Academic Registrar will, if necessary, obtain legal advice to inform the decision regarding the particular safeguarding arrangements proposed in relation to the admission of the applicant and whether in all circumstances it is feasible or reasonable for the Institute to make those arrangements.

30. Where approval to make an offer is confirmed by the Academic Registrar and the relevant department has been notified, Registry Services will contact the applicant to obtain the necessary parental agreement before the formal offer is made.

31. The Institute reserves the right, where the identified adjustments are not “reasonable” adjustments as defined with reference to the Equalities Act, to reject the application, or place further conditions that must be fulfilled before the student can enrol.

Appendix 1

Admission of Students under the Age of 18 - Parental Agreement

Applicant Name: _____

Applicant Date of Birth: _____

Applicant UCAS Number: _____

If the applicant named above takes up a place of study at The Courtauld Institute of Art, University of London in October 20XX, I, the undersigned parent or legal guardian:

1. Understand and accept the information provided in the Courtauld Policy on Admission of Students under the Age of 18 Years.
2. Understand that the Institute shall not have parental responsibility and shall not be liable for any acts or omissions by the student. I agree that I shall remain primarily responsible for the student's personal supervision and welfare. For this purpose, I understand that I must consider whether there is a need to provide any continuing personal supervision.
3. Understand that I shall be responsible for ensuring that the student adheres to the Institute's rules and regulations. In particular, I will advise the student that they may not buy alcohol or enter licensed premises or hold any positions of responsibility in external organisations or in Institute clubs or associations.
4. Agree to act as guarantor for the tuition and accommodation fees incurred by the student together with any other sums owed to the Institute until the student attains 18 years of age. On the student attaining the age of 18, this guarantee shall cease to have effect for any future debts.
5. Consent to the student undertaking the programme of study and participating in such extra-curricular activities as the student shall determine.
6. Agree that, if the student is unable to consent and if it is not possible to contact a parent or legal guardian, the Institute may authorise emergency medical treatment acting on medical advice in the best interests of the student.
7. Understand that, in accordance with the Data Protection Act, the Institute is not in a position to give any information about students, including those under the age of 18, to any person, including their parent(s) or guardian without the specific written consent of that student.

8. Understand that this Declaration shall remain in force until the student's eighteenth birthday.

Signature of parent or legal guardian_____

Name (please print) _____

Relationship to the applicant_____

Date_____

Please now return the completed Declaration to:

Academic Registrar

The Courtauld Institute of Art

Somerset House

Strand, London, WC2R 0RN