

## UK VISAS and IMMIGRATION COMPLIANCE POLICY

Tonbridge School is registered as a licensed sponsor for both students and skilled workers.

This Policy should be read in conjunction with:

- Terms and Conditions
- Admissions Policy
- Educational Guardian Policy (and Educational Guardian Consent Form)
- Safeguarding Policy
- The Memoranda

### Do you need a visa?

UK and Irish nationals are not subject to UK immigration control. All other nationals will need to have an immigration status that allows them to study in the UK.

Check <https://www.gov.uk/check-uk-visa> to see what type of visa you may require to study in the UK.

### Evidencing your right to study

If you already hold an immigration status that allows you to study in the UK, such as status under the EU Settlement Scheme (EUSS), Child Dependent status (e.g. linked to a parent's immigration status), Right of Abode or Indefinite Leave to Remain (ILR), you must evidence your right to study by either:

1. **If you hold a digital immigration status:** Providing a share code via <https://www.gov.uk/view-prove-immigration-status> and sharing this code with the School Administrator via [school.admin@tonbridge-school.org](mailto:school.admin@tonbridge-school.org), or
2. **If you hold a Biometric Residence Permit (BRP):** Providing a clear copy of both sides of the BRP (and, if you hold Child Dependent status, a copy of the main applicant's BRP) to the School Administrator via [school.admin@tonbridge-school.org](mailto:school.admin@tonbridge-school.org).

Original documents will need to be checked in person during enrolment.

### Child Student visas

If you do not have British or Irish nationality, or an immigration status that allows you to study in the UK, then the School can sponsor you to obtain a **Child Student Visa**.

The visa is 'course based', and so:

- One application will be needed for study on the GCSE course, and
- An additional application will be required for study on the A Level course.

Check <https://www.gov.uk/study-uk-child-student-visa> to see further information on this visa route.

### Application procedure

The School will provide a **Confirmation of Acceptance for Studies (CAS)** confirming sponsorship on receipt of the following:

- An unconditional offer of a confirmed place to study at Tonbridge School
- Completed copy of the Terms and Conditions signed by all relevant parties
- Payment of the first term's fees (an invoice can be provided upon request). This will be evidenced on the CAS as part of financial requirement for a Child Student Visa.
- A copy of the passport to be used for the application with validity of 6 months or more [NB: if your son has dual nationality, please clearly state which should be used for the visa application. This should be the only passport used for travel to and from School and for any School trip.

- A copy of the original birth certificate (translation must be provided if not in English)
- Accredited Guardian in place with all consent forms completed and received
- Completed Letter of Parental Consent for Travel

Once the above is in place the School will be in a position to issue the CAS. The CAS features a unique reference number required for the Child Student Visa application. Your Child Student Visa application cannot be made without this.

A document confirming the CAS will be sent to you via email and its use monitored by the School through the Sponsorship Management System. The CAS is valid for 6 months.

### ***Timing***

If you are applying from outside the UK, you may apply up to **6 months** prior to the course start date.

If you are applying within the UK, you may apply up to **3 months** prior to the course start date. Please note that you must already hold a form of UK residency to apply from within the UK (such as an existing Child Student Visa where you are applying for further permission to study on another course).

The School normally issue CAS from May of the year of entry.

### ***Making your Child Student Visa application***

You will make your visa application online or via the 'UK Immigration: ID Check' app. Please check <https://www.gov.uk/study-uk-child-student-visa> for details of how to apply and what you will need to show.

If applying online, in order to ensure that your Biometric Residence Permit (BRP) is delivered safely to the school please ensure that you enter the Alternative Collection Location (ACL) code **2SC562** in the relevant area of the application form.

### ***Outcome of application***

Please inform the School of the progress and final outcome of your application. If your application is successful, you will receive either:

1. A UK 30-day entry visa in your passport **and** Biometric Residence Permit (BRP) if you gave your biometric information at a visa application centre as part of your application. The card itself is collected after you arrive in the UK, or
2. A digital immigration status which you can view and prove online, if you used the 'UK Immigration: ID Check' app to make your application.

Please provide the School with either a copy of your UK 30-day entry visa or a share code via <https://www.gov.uk/view-prove-immigration-status> as soon as the application has been approved.

### ***Entering the UK***

It is imperative that you do not attempt to enter the UK for study prior to the 'valid from' date on your new Child Student visa / within the validity of your 30-day entry visa. If you enter to study before your status is valid, you will be required to exit and re-enter the Common Travel Area to activate your status before commencing your studies.

### ***Keeping your passport and BRP safe***

If you are issued with a BRP and have requested that the BRP be delivered to the school in your application form, the BRP will be kept in a locked safe until the beginning of term when you will be asked to provide the School with your passport and boarding pass. This will be copied and checked against the visa application along with the BRP to ensure all information is correct.

Your passport and boarding pass, along with the BRP, will then be returned to you via your Housemaster.

Your BRP is a very important form of identification and it must be shown at the UK border each time you travel from and return to the UK during your studies, along with your passport. We would urge you to keep these important personal documents safe in the Housemaster's safe whilst in School and will request signed parental consent to do so.

### **If your BRP is lost or stolen**

Immediately inform your Housemaster, Matron and the School Administrator.

If you are in the UK you will need to:

- Report it to the Home Office by emailing [BRPLost@homeoffice.gsi.co.uk](mailto:BRPLost@homeoffice.gsi.co.uk)
- If stolen report the theft to the Police and obtain a police report/crime reference number: [www.reportmyloss.com](http://www.reportmyloss.com) (if it is just lost there is no need to report to the Police)
- Within 3 months of reporting, you must apply for a replacement BRP. Follow the instructions on the Home Office website: [www.gov.uk/biometric-residence-permits/replace](http://www.gov.uk/biometric-residence-permits/replace)
- Should an in-person appointment be required, the International Student Liaison Officer will assist

If you are outside the UK:

- Report it to the Home Office by emailing [BRPLost@homeoffice.gsi.co.uk](mailto:BRPLost@homeoffice.gsi.co.uk)
- If stolen report the theft to the Police and obtain a police report/crime reference number: [www.reportmyloss.com](http://www.reportmyloss.com)
- Obtain a Replacement visa overseas prior to returning to the UK: [www.gov.uk/biometric-residence-permits/replace](http://www.gov.uk/biometric-residence-permits/replace)

### **Our Sponsor duties**

As a registered and licensed sponsors, Tonbridge School **must**:

1. Act honestly with full disclosure in all its dealings with the Home Office (UKVI).
2. Act with integrity as a genuine education provider.
3. Take responsibility for all its sponsored students whilst it is sponsoring them. The School is responsible for a sponsored student from assignment of the CAS until the student is withdrawn, leaves the UK or is given permission to stay in the UK with a different sponsor or in another immigration category.
4. Do all it can to ensure that prospective students are genuine students who can comply with the immigration rules and students who enrol, comply with their conditions of leave and see their course through to completion.
5. Ensure that concerns about the conduct and integrity of sponsored students are treated consistently with other students, including taking appropriate action where students are found to have used deception to gain advantage in their studies.
6. Comply with all aspects of the Immigration Rules and sponsor guidance and support immigration control, including taking steps to ensure that every student has permission to study in the UK throughout the whole period of their study.
7. Co-operate with the Home Office by allowing its staff immediate access to any of its sites and comply with all requests for information.

The School also has specific safeguarding duties and monitoring, reporting and record-keeping duties in relation to our sponsored students.

As a Home Office sponsor we are duty-bound to monitor the whereabouts, care arrangements and travel arrangements of our sponsored students.

As a Home Office sponsor we are duty-bound to report unauthorised absences of sponsored students of 10 consecutive days and may withdraw sponsorship prior to this if we have reason to believe the student has stopped attending school. We are duty-bound to report any relevant changes to circumstances of our sponsored students that may affect their student status.

As a Home Office sponsor we are duty-bound to maintain a history of the contact details and care arrangements (guardians) for sponsored students, as well as keep / maintain other specified documents related to our sponsored students.

### **Your responsibilities**

It is the duty of parents to familiarise themselves with the UK immigration requirements and ensure they comply with the conditions of the Child Student Visa status as well as all applicable conditions of the Child Student Visa route set below. In order for us to continue sponsoring you, please note and comply with the following requests:

1. Ensure your passport remains valid during the entire period of study at the School and update the School with new passport details.
2. Inform the School of any changes to contact details as soon as possible.
3. Complete all travel forms provided by the School regarding Exeat, half term and end of term arrangements.
4. Communicate to the School any travel or Exeat arrangements where your child will not be residing at the School or returning to parents. These arrangements will need to be detailed and require parental consent, or equivalent.
5. Inform the School of any absences as soon as possible.
6. Keep contact details up to date with the School.
7. Inform the School and UKVI of any changes to your personal details that may affect your visa and/or immigration status. These changes may include name, address, nationality, gender etc.

Report any change in circumstances to the School that may affect your visa and/or immigration status such as withdrawal or non-completion of their studies. Sponsored students should note that interruption, suspension and withdrawal have implications on immigration status and may result in a requirement to withdraw sponsorship and leave the UK.

### **EU School Trips: Schengen visas**

Should your son wish to go on a school trip to a European country, it is possible that he will require a Schengen visa. Full information on how to apply can be found here:

<https://www.schengenvisainfo.com/how-to-apply-schengen-visa/>

The School cannot apply for this on your son's behalf but can provide any supporting documentation the application may require.

### **Further help**

For any further questions about visas and immigration, please contact the School Administrator on 01732 304246 or [schooladmin@tonbridge-school.org](mailto:schooladmin@tonbridge-school.org)