Sevenoaks School – Visa Policy and Procedures

Visa Policy

Sevenoaks School is a (Child) Student sponsor, a privilege extended to us by United Kingdom Visas and Immigration (UKVI), which is part of the UK’s Home Office.

To uphold our duties as a visa sponsor, we must comply with all aspects of the Immigration Rules and Student Sponsor Guidance, and support the UK’s immigration control, by taking steps to ensure that every student at Sevenoaks School has permission to study in the UK throughout their period of study.

Our policy for new students is as follows:

- Sevenoaks School will sponsor any eligible boarding students from Year 9 onwards. The school does not sponsor day students; all day students must have an independent right to study in the UK.
- All students are required to provide a copy of their passport when a place at the school is offered, regardless of whether visa sponsorship is required.
- As part of our onboarding process, we identify those students who will need to be sponsored for a Child Student visa due to their immigration status.
- We understand that many of the problems that arise with Child Student visa applications relate to difficulties meeting the required financial criteria and we therefore request payment of one year’s boarding fees in advance of us sponsoring a visa application, to ensure the best chances of the application being successful.
- We issue a Confirmation of Acceptance for Study (CAS) for students requiring a Child Student visa. This is required for any Child Student visa application and will be issued to parents along with detailed instructions for completing the application process. The CAS and visa application instructions will only be provided to parents following confirmation of payment of one year’s fees. Parents are expected to follow the visa instructions carefully to avoid any unnecessary delays with their child’s visa application.
- Those with parental responsibility for the student are required to make the Child Student visa application, the school cannot apply on a student’s behalf.
- For students studying under a Child Student visa we request copies of the student’s Birth Certificate and Parental Consent letter, as required by UKVI under the terms of the school’s sponsor licence.
- We provide a secure Alternative Collection Location (ACL) at Sevenoaks School for delivery of student Biometric Residence Permit (BRP) cards. Parents are expected to include the ACL code in their visa applications to ensure safe delivery of their child’s BRP card to the school.
• Under the terms of our visa sponsor licence we are required to take
copies of all passports and visas (BRP cards) when a sponsored student
arrives at the school.

• To ensure fairness to all parents, the school will charge a fee to those families
requiring us to sponsor a visa for their child, to cover the costs of providing
instructions and support, issuing CAS documentation, and ensuring student visa
files are in order.

• For all students (day and boarding) who do not hold British or Irish nationality: Where
students are relying on the right to study at the school under a different
immigration category (e.g. Ukraine Scheme, BN(O), Settled Status or Leave to
Remain) we request to see and take copies of the student’s passport and visa
details. For students on dependant visas, we may also require copies of the
relevant parental visa(s) and passport(s). We track and monitor the date of expiry
of all visas and may ask for updates as required.

• To check the immigration status of some students we may be required to use a
share code provided by UKVI. The share code must be generated by the visa
holder. Parents are required to provide the share code to the school when
requested to do so.

• A Child Student visa applies per course of study and a new visa application will
need to be submitted for Year 11 Child Student visa holders progressing to
study in the Sixth Form.

• Sevenoaks School reserves the right to revoke any student’s place at the school
where their immigration status changes and they no longer have the right to study
in the UK. In this (rare) situation Sevenoaks School will work with families to
ensure that the impact on the student is mitigated. Sevenoaks School terms and
conditions, as set out in the Parent Contract, includes the right for the school to
terminate the contract with the parents where the pupil has no legal right to be in
the UK.

• The school is required to hold up to date passport details for all students studying
at the school who do not hold British or Irish nationality. It is the responsibility of
the person(s) with parental responsibility to ensure that the school has the most
up to date passport details. Please contact visa@sevenoaksschool.org to provide
updated details.

• Sevenoaks School may be required to consult the school’s lawyers for advice on a
student’s immigration status or documentation. Where this is the case, the school
reserves the right to recoup the legal costs incurred from the student’s parent(s).
Child Student Visa Procedures:

- Parents should be aware that the safe-keeping of the travel documents required to study in the UK is the responsibility of their child. During term time we request that all students studying under a Child Student visa lodge their passport and BRP card with their Boarding House Master/Mistress who will keep them in the Boarding House safe.
- Full registration and contact information for all students is kept in accordance with ISI regulations.
- Where a child’s status changes from boarding to day or vice versa, or where they leave the School before the completion of their programme of studies, we will withdraw visa sponsorship if necessary.
- We hold on file a contact history for each sponsored student.
- We track the registration records of all sponsored students to ensure that they are attending school as required under the terms of their visa sponsorship.
- We take the safeguarding of all students extremely seriously. The movement of sponsored students is tracked and managed by boarding houses under the school’s wider safeguarding procedures. We ensure that mobile phone details and a full log of boarding pupil movements is held by boarding houses.

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