

Sevenoaks School – Visa Policy and Procedures

Sevenoaks School is a (Child) Student sponsor, a privilege extended to us by the United Kingdom Visa and Immigration department (UKVI)

In order to uphold the duties as a sponsor we have to comply with all aspects of the Immigration Rules and sponsor guidance, and support immigration control by taking steps to ensure that every student at Sevenoaks School has permission to study in the UK throughout the whole period of their study.

Our policy and procedures for new students include the following points:

- All students are requested to provide a Passport copy when a place at school is offered after a successful assessment procedure
- We identify those students who will need to be sponsored due to their nationality
- We request payment of the first year's schools fees in advance of the visa application to ensure the financial criterion is met
- We issue CAS for new boarding students following the guidance provided by UKVI and issued to the parents in our Visa procedures document
- We request copies of the student's Birth Certificate and the Parental consent letter as required by UKVI
- We provide an Alternative Collection Location at Sevenoaks School for student BRPs and this location is to be included in their visa application
- We take copies of all passports and visas (BRPs) when the student arrives at school
- We will only sponsor boarding pupils
- Where students are relying on studying at school as a PBS dependant (Tier 1 or 2) or by Settlement/Indefinite leave to remain we request to see and take copies of the passport and visas of both student and parent and proof of their address in the UK (e.g. utility bill or driving licence)

Our procedures for current visa students include:

- 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 encourage all (Child) students to lodge their passport and BRP with their Boarding House Master/Mistress who will keep them in the safe at the Boarding House. For pupils in Year 7 to Year 11 this is a mandatory procedure
- Full registration and contact information for all students recorded in accordance with ISI regulations
- Ensuring that mobile phone details and a full log of boarding pupil movements is held by boarding houses
- Monitoring the date of expiry of the visa of Tier 1 or Tier 2 dependant students and checking and holding copies of the parent's Visa. We check new leave has been acquired or applied for where necessary by a calendar prompt
- We ensure parents are aware that Year 11 Visa students progressing to the Sixth Form to study will need to apply for or extend the visa for the International Baccalaureate Diploma programme and that this should be completed before the beginning of the Michaelmas Term
- We review information held on file for all students
- We check Pupil Movement lists for changes of status from boarding to day or vice versa or pupils leaving the school before the completion of their programme of studies
- We hold on file a contact history for each Visa student

The Sevenoaks School online application form completed by parents on first registration with the school includes the following:

By submitting this Application form we understand, accept and agree the terms as set out in the Declaration.

in order to comply with your responsibilities as a registered Visa sponsor, we consent to notifying and/or supplying information relating to us and/or our child's right to enter, reside and /or study in the United Kingdom to the United Kingdom Visas and Immigration (UKVI) unit of the Home office and, in any event, if our child is offered a place at the School, such an offer will be subject to us confirming that our child has the right to enter, live and study in the United Kingdom

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 (See Terms and Conditions)