SEVENOAKS SCHOOL

Policy reference	BV1
Policy Category	B. Operations, resources and compliance-related policies
Name of policy	**Visa Policy and Procedures (Students)**
Purpose of policy	To inform parents, carers and stakeholders of Sevenoaks School's approach to student immigration checks and visa sponsorship under the Child Student visa route.
Scope	Parents, carers, UKVI, other stakeholders. This Policy applies to Sevenoaks School (senior school)
Regulatory or legal requirement addressed by policy	Compliance with Child Student visa sponsorship requirements and guidance.
Other policies referred to	Admissions Policy Working with Agents Guidance Guardian Guidance
Policy owned by	Visa Coordinator and Director of Admissions
Date effective from	Ongoing
Published on website/external facing	Yes

1 Introduction

1.0 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.

1.1 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.

2 Visa Sponsorship and School Immigration Checks

2.0 Sevenoaks School will sponsor for a Child Student visa, 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.

2.1 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.

2.2 As part of student onboarding processes, the school will identify those students who will need to be sponsored for a Child Student visa.

2.3 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.

2.4 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.

2.5 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.

2.6 Parents making a Child Student visa application are expected to follow the school's visa instructions carefully to avoid any unnecessary delays with their child's visa application.

2.7 For students studying under a Child Student visa, we request copies of the student's Birth Certificate, Parental Consent letter and Letter of Undertaking – Guardian as required by UKVI under the terms of the school's sponsor licence.

2.8 Under the terms of our visa sponsor licence, we are required to take copies of all passports and visa evidence (e.g. a share code) when a sponsored student arrives at the school.

2.9 To ensure fairness to all parents, the school will charge a fee to those families requiring us to sponsor a visa for their child. This fee is subject to VAT and will be added to the student's first invoice. It covers the school's costs of administering visas for sponsored students, including the cost of issuing the CAS documentation, salary costs for visa support and the costs of meeting the school's student sponsor compliance requirements.

2.10 *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 also require copies of the relevant parental visa(s) and passport(s) because they are the primary visa holder. We track and monitor the date of expiry of all visas and ask for updates as required.

To check the immigration status of 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.

2.11 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.

2.12 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 parents where the pupil has no legal right to be in the UK.

2.13 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.

2.14 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)/fee payer. From time to time, it may be necessary for parents to instruct their own lawyers, who are independent from the school's lawyers. Parents will be responsible for paying the associated legal costs in this scenario.

3 Child Student Visa Procedure

3.0 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 with their Boarding House Master/Mistress who will keep them in the Boarding House safe. Consent for this is requested on the school's Parent Consent letter.

3.1 Full registration and contact information for all students is kept in accordance with ISI regulations.

3.2 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 study, we will withdraw visa sponsorship as required under the terms of our sponsorship licence.

3.3 We hold a contact history for each sponsored student in our School Management System.

3.4 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.

3.5 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.

3.6 We require that parents whose child is sponsored by the school for a Child Student visa must appoint a 'nominated guardian' or 'close relative' to act as an educational guardian for the duration of their child's time at the school. The educational guardian must meet UKVI requirements as well as National Minimum Standards and the school's own expectations. The school will encourage parents to choose an accredited guardian where appropriate. Parents will be notified of the UKVI requirements during the visa process. The school reserves the right to undertake checks (e.g. DBS checks and/or online searches) for any guardian appointed by a sponsored child's parents and may refuse to provide sponsorship in case of concerns. Parents must promptly notify the school if any guardianship arrangement changes.

3.7 We reserve the right to share a student's immigration record and details of their movements if required to do so under our immigration obligations (for example, if the school is inspected by the Home Office).

SEVENOAKS SCHOOL

POLICY SIGN-OFF AND OWNERSHIP DETAILS	
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Version Number:	V5.0
Approved by:	Director of Admissions Bursar
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Consulted with (Departments / Area of Service / Job Title):	
Author:	Kristina Thomas – Visa Coordinator
Owner (if different from above):	
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REVISION HISTORY

Version	Date	Revision description/Summary of changes	Author
V2.0	October 2023	Minor amends and new template	Hannah Gwyther
V2.1	October 2024	Minor amends	Hannah Gwyther
V3.0	May 2025	Additional paragraph summarising UKVI guardian requirements and expectations.	Hannah Gwyther
V4.0	January 2026	Role change to Kristina Thomas	Kristina Thomas
V5.0	November 2026	Minor amend to dependant visas' paragraph.	Kristina Thomas