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1. Introduction

- 1.1 Windlesham House School (“the School”) is a Student sponsor, a privilege extended to us by United Kingdom Visas and Immigration (UKVI) which is part of the UK’s Home Office.
- 1.2 To uphold our duties as a visa sponsor, we must comply with all aspects of the Immigration Rules and Student Sponsor Guidance and take steps to ensure that every pupil at the School has permission to study in the UK throughout their period of study.
- 1.3 Should the School not comply with UKVI requirements then the Home Office could withdraw the School’s sponsor licence and it would no longer be able to sponsor international pupils.

2. Recruitment of New Students

- 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 the onboarding process, we identify those students who will need to be sponsored for a Child Student visa due to their immigration status.

3. Confirmation of Acceptance of Studies (CAS)

3.1 Before an individual can apply for a Child Student visa, they require a Confirmation of Acceptance for Studies (CAS). A CAS is a virtual document- similar to a database record.

3.2 Each CAS has a unique reference number which contains information regarding the course the child is being sponsored for, how the requirements for sponsorship are met and the evidence obtained to show that the child has met the school's entry requirements.

3.3 A CAS can be allocated at any time throughout the year, so long as it is within 6 months of the intended course start date (e.g. if a child is commencing at the school in September, the CAS cannot be issued until March).

4. Issuing of a CAS

4.1 Before a CAS can be issued, the School will need to interview the child applicant (either in person or online) and maintain notes of this interview.

4.2 If a place at the School is then offered to the child, the following information will be requested:

- A completed acceptance form signed by both parents or if there is only one parent confirmation will be sought for this
- A copy of the child's current passport showing personal identity details (this would have been provided to the school before a place at the school is offered)
- A copy of both parent's passports (required in the event that an anti money laundering check is required)
- Copies of any past qualifications or school reports (if this not in English then a certified translation of it will be required)
- A copy of the child's birth certificate (if this not in English then a certified translation of it will be required)
- Parental consent letter

4.3 The School will pass the information to the school's visa agency service, Newland Chase. On the school receiving a full term's deposit and the information above being provided, Newland Chase will issue a CAS using the Home Office sponsorship management system.

5. VISA Application

5.1 Newland Chase will contact the applicant's parents/guardian and liaise directly with them on the 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.

- 5.2 Parents are expected to follow the instructions provided to them by Newland Chase carefully to avoid any delays in their child's visa application.
- 5.3 The School will need to be provided with a copy of the CAS letter sent to the child's parent/guardian.

6. Timescales

- 6.1 An in-country visa application takes approximately 8 - 12 weeks to process.
- 6.2 An out-of-country visa application takes approximately 4-8 weeks to process (unless premium fees are paid to expedite the application, in which case it could be decided in as little as 24 hours).
- 6.3 Students must commence at the school in line with the dates on the CAS. If the date changes, the CAS must be updated with a sponsor note.

7. Granting of a VISA

- 7.1 If the application for a child student visa is successful, the parents/guardian of the child will be given either:
- a sticker (called a vignette) that goes in the child's passport - if they gave their biometric information at a visa application centre
 - access to view the child's immigration status information online - if they used the smartphone app to prove their identity
- 7.2 The vignette or online immigration status information will show:
- the dates the visa is valid (start date and end date)
 - the conditions of the visa

8. Getting a vignette

- 8.1 If the visa application centre kept the child's passport, they will either:
- send it to the parent with the vignette inside - if the parent paid for this service when you applied
 - ask the parent to collect the passport and vignette
- 8.2 If the parent did not submit the passport, then they will need to take it to the visa application centre to collect the vignette.

9. Getting a biometric residence permit

- 9.1 If the child receives a vignette and is not coming to the UK for more than 6 months, they will have to collect a biometric residence permit (BRP) after arrival. This must be done before the vignette sticker expires or within 10 days of arriving in the UK, whichever is later.
- 9.2 The collection location for the BRP is chosen during the application process.

10. Enrolment at the School

- 10.1 On the child's arrival in the UK, the school will require:
- A copy of the vignette with date entry stamp (if no vignette then flight ticket, boarding pass or luggage tag to confirm their entry into the UK).
 - A copy of both sides of a BRP (for those that require it) and a note of the expiry date.
 - A sharecode (for those with eVisas) to enable the School to check the child's visa end date on the UKVI view and prove system: <https://www.gov.uk/check-immigration-status>.
- 10.2 If there are errors on the BRP or eVisa, these must be dealt with. The parents of the child will need to report an error through this portal: <https://www.gov.uk/biometric-residence-permits/report-problem> and the school will need to report the error through the Home Office Sponsor Management System (SMS).

11. Ongoing compliance with Home Office sponsor licence requirements

The School reserves the right to revoke any child's place at the school where they do not comply with these requirements (set out below) or no longer have the right to study in the UK. In this (rare) situation the School will work with families to ensure that the impact on the student is mitigated.

- 11.1 **Attendance** – In line with the DfE guidance 'Working together to improve attendance' the School has a clear attendance policy available on its website and has set an attendance target of 95% for all pupils. Pupil attendance is reviewed weekly at Senior Leadership Team level and any concerns (including those children with a VISA) are followed up in a timely manner.
- 11.2 Under Home Office guidelines, the School is required to withdraw sponsorship from a VISA pupil if they miss 10 consecutive days of schooling unless there is sufficient reason for the child's absence, e.g. illness, missed flight, bereavement. Requests for leave during term time must be submitted to the Headmaster but will only be granted in exceptional circumstances.
- 11.3 **Contact Details** – The School must keep a history of the child's contact details and be informed immediately of any changes to them. Contact details need to include a UK residential address (for a parent or guardian), telephone number and mobile telephone number.
- 11.4 **Travel Details** - The School takes the safeguarding of all its pupils extremely seriously. The movement of sponsored pupils is tracked by the school office under the school's wider safeguarding procedures. The parent(s)/guardian(s) of a sponsored pupil are required to provide the School with their travel and location plans for any times when their children are not at school, principally exerts (long weekends) and holidays.
- 11.5 **Tracking of visa and passport end dates** - we track and monitor the date of expiry of all visas and passports and may ask for updates as required.
- 11.6 **Changes in Boarding Status** - the School must notify the Home Office should a pupil change their boarding status.

12. For international pupils that do not require sponsorship

- 12.1 Where students are relying on the right to study at the school under a different immigration category (e.g. Ukraine Scheme, Settled Status or leave to Remain) we request to see and take copies of the child's passport and visa details. For children on dependent visas, we will also require copies of the relevant parental visa(s) and passport(s).
- 12.2 The school is required to hold up to date passport details for all children 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@windlesham.com to provide updated details.

13. Safe-Keeping of Travel Documents

Parents should be aware that for the safe-keeping of travel documents required to study in the UK, the School will recommend that Child Student visa pupils boarding at the school, lodge their passport and BRP card with the front office for it to be stored in the school safe until such time it is needed.

14. On the conclusion of studies at the School

A Child Student visa is applied per course of study and a new visa application will need to be submitted for Child Student Visa holders progressing on to Senior School or moving to another educational establishment in the UK.

APPENDIX - FLOWCHART OF DOCUMENTATION REQUIRED BY THE SCHOOL

On application - Admissions

Documentation	Location Stored
Notes of selection interview with the child and outcome of interview	iSAMS
A copy of the child's current passport showing personal identity details (and note of expiry date)	iSAMS



On Offer of a Place - Admissions

A completed acceptance form signed by both parents	iSAMS
A copy of both parent's passports	iSAMS
Copies of any past qualification or school reports (if this not in English then a certified translation of it will be required)	iSAMS
A copy of the child's birth certificate ((if this not in English then a certified translation of it will be required)	iSAMS
Parental consent letter	iSAMS



On issue of a CAS - Admissions

A copy of the CAS letter	iSAMS
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Enrolment - Admissions

Vignette with date entry stamp (if no vignette then flight ticket, boarding pass or luggage tag to confirm their entry into the UK).	Travel Spreadsheet
A copy of both sides of a BRP (for those that require it) and a note of the expiry date.	iSAMS
A sharecode (for those with eVisas) to enable the School to check the child's visa end date on the UKVI view and prove system: https://www.gov.uk/check-immigration-status	iSAMS



Ongoing - Office Manager & Isams Administrator

VISA and passport expiry dates for all non-UK pupils to be included in sponsor spreadsheet and VISA Outlook calendar (cc admissions, school office and compliance)	Sponsor Spreadsheet Outlook iSAMS
Contact details - up to date and historical contact details to remain in isams notes	iSAMS
Newland Chase to be notified with any change in immigration status or boarding status	Outlook and spreadsheet



Ongoing - Travel Secretary

Travel details including location and dates for long weekends and holidays	Travel spreadsheet
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Ongoing - Reception and SLT Administrator

Attendance tracking - minimum of 80% attendance to be maintained and child not to miss 10 consecutive occurrences	iSAMS and Google Drive
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On completion of studies at the School

Front Office	Notify Newland Chase when a sponsored pupil leaves the school or is withdrawn from the school	Outlook and save email in iSAMS
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