



## TALBOT HEATH SCHOOL *"Honour Before Honours"*

### STUDENT VISA POLICY

**Date adopted:** 12<sup>th</sup> May 2025

**Date for next adoption:** Summer Term 2026

**Reviewed by:** ICR (Assistant Head Academic Management)

Full up-to-date information for the UKVI (United Kingdom Visas and Immigration)/Home Office may be found at:

<https://www.gov.uk/apply-uk-visa>

Responsibility for making a visa application to allow students to attend Talbot Heath School rests with the parents, supported by a local agent. The School cannot assist with resolving visa related issues other than those under the Child Student Route (or any subsequent scheme) either for a current student or for a student who is proposed to be admitted.

The Home Office requires all Child Student Route (previously Tier 4) students, who are relying on funding from their parent(s) or legal guardian(s), to show evidence of their relationship with the child. You may also require a letter of consent to travel to the UK.

In order to apply for your Child Student Route Visa, you will need a Confirmation of Acceptance for Studies (CAS) from us. This is a unique identifying number that we have requested from the UKVI which directly relates to the offer we have made you.

We will issue a CAS to the agent when:

- You have accepted our offer for which your child has satisfied our entrance conditions, including receiving copies of all relevant documents, passed our entrance exam and provided proof of English Language if applicable.
- We have received signed confirmation from both parents with regard to travel and care arrangements whilst in the UK, this includes details of their nominated Educational Guardian in the UK.
- You have paid the requested deposit.
- You have provided us with assurance that you have met all other UKVI requirements.
- You have completed and signed our pre-CAS questionnaire for parents and visa application checklist.

Once you have received your CAS, you are free to apply for your visa.

#### General Information

- Talbot Heath School Trust Ltd. has a Sponsor Licence with UKVI.
- All applications must be supported by entrance examinations and a report from the student's current school.
- The School is required to photocopy a student's passport and visa on the first day of term or the first day that a student arrives at the School.
- The School must be notified if your daughter has obtained a new passport. The School must keep independent visa files on each international student. These may be inspected by the UKVI at any time.

- Parents must provide written details in advance of their daughter's whereabouts if they are absent during term time. This includes late arrival at the start of term or early departure at the end of term.
- Where a student has 10 consecutive unauthorised absences Talbot Heath School must report this to the UKVI. This includes students who arrive late at the beginning of term or leave early at the end of term.
- Parents are requested to adhere to the term dates when booking international flights.
- A student cannot make her Child Student Route visa application more than three months before the start of her course.
- If a sponsored student turns 18 years old, she can carry on with her course until her permission to stay ends. If she wants to do further study in the UK, she will have to apply for a new Student Route visa through her next educational organisation.

### **Educational Guardians**

To ensure the best possible care for our boarding students, it is essential that all parents who are not permanently resident in the UK must appoint a guardian in the UK to act with their full authority. Full details of the requirements of Educational Guardian are outlined within our Educational Guardian Policy.

### **Pre-Admission**

This Child Student Visa Policy document and the Educational Guardianship Policy will be sent to parents with an offer letter. The Admissions Department at Talbot Heath School must receive the following before a CAS can be issued:

- Signed copy of the Child Student Visa Agreement.
- Deposit of £1,600.
- Signed copy of the offer contract.
- Copy of the student's passport.
- Copy of the student's birth certificate showing the names in full of the parents.
- Copies of the parents' passports.
- Proof of parents' name and address (e.g. utility bill).
- Evidence of how the school fees can be supported.
- Letter of consent, if applicable.
- Full address and contact details of the UK based Educational Guardian.

**Note:** A certified translated copy of the birth certificate is required if the original is not in English.

The application is made by completion of an application form and a CAS number will be issued to the agent acting on behalf of the parents. Talbot Heath School will not issue a CAS directly to the parents. Payment for the CAS will be charged to parents. A CAS number is valid for six months but may not be used more than 3 months before the course begins. The CAS number and offer letter will be issued by the School for parents to apply for a visa. If a visa application is refused, a copy of the refusal letter must be sent to the School prior to the issue of a new CAS. In exceptional circumstances, alternative arrangements for the payment of the first year's fees may be acceptable.

### **On Arrival**

Students will be required to provide the following documents to the Boarding House Mistress and the information will be checked against that already supplied by them.

- Passport – to be copied.
- eVisa (which has replaced the Biometric Residence Permit) if required.

- Student's UK VISA Decision Letter.
- Boarder's Medical Form.
- Boarding induction form.
- Any other joining forms.

When a visa has been granted, a vignette (stamp) for ONE month will be put in the passport to enable the student's entry to the United Kingdom.

Parents and students must check their decision letter. A copy of this must be handed to the relevant staff with a standing authority on the student's arrival.

### **Other Study Routes**

There are other options for overseas students to study in the UK without being sponsored by Talbot Heath. However, as a UKVI Sponsor, the school is required to monitor these to ensure compliance.

In most cases, foreign national children in the UK have the right to attend schools in England. However, families need to ensure that they have a right of abode or that the conditions of their immigration status otherwise permit them to access the UK education system. Students who apply to study at Talbot Heath must present evidence of their Right to Study at the admission stage. Talbot Heath will record the expiry date and you will be required to provide updated documentation if this expires during your period of study.

### **Record Keeping**

For purposes of compliance, Talbot Heath will ensure that it has securely stored the following information in accordance with Appendix D: Keeping Documents Guidance for Sponsors:

- a) Copy of each sponsored student's current passport, including all pages showing any personal identity details including biometric details, stamps, or immigration status document including their period of permission to stay in the UK. This must show the migrant's entitlement to study with a licensed sponsor in the UK if the applicant has been issued a vignette for travel.

EEA nationals (who have a biometric passport) applying from overseas under the Student or Child Student routes using the ID Check app will receive an eVisa (a digital version of their immigration status information) rather than a vignette. The validity of the Student or Child Student permission will be confirmed on the eVisa. They will be subject to the requirements of the Immigration (Biometric Registration) Regulations 2008.

All applications on the Student route using the ID Check app will result in an eVisa if granted. Non-visa nationals using the ID Check app will only receive digital status.

Those with an eVisa can prove their status by accessing the following link:

<https://www.gov.uk/view-prove-immigration-status>

Students with this status can obtain a share code which can be used to prove an individual's immigration status.

The sponsor must always check the date on which the migrant entered the UK, to ensure they entered during the validity of their Student or Child Student permission and therefore can study. If a student enters the UK before the start date stated on their Student or Child Student

permission, they will not have entered on the basis of their Student or Child Student permission and will not be able to commence their studies. They will need to leave the common travel area and re-enter on or after the start date on their Student or Child Student permission to activate their Student or Child Student permission.

If the migrant is an EU national, EEA national or a national of Australia, Canada, Japan, New Zealand, Singapore, South Korea, Switzerland or the United States of America, they may enter the UK through an automated e-Passport gate ('e-Gate') if they hold valid permission confirmed by digital status or a vignette. In such cases, they will not have an entry stamp in their passport which states the entry date.

If the student does not have an entry stamp, the sponsor must still check the date of entry by asking to see other evidence such as, but not limited to, e-tickets or a paper or electronic boarding pass. The sponsor must then record the date the student entered the UK, but do not have to retain evidence of the date of entry.

- b) Copy of the migrant's eVisa. Where a Student or Child Student has an eVisa, you must keep an electronic copy of this using the view and prove service.

The sponsor may consider it best practice to check the full decision notice for details such as work rights for sponsored students who hold an eVisa, but doing so is not a requirement under record keeping duties.

- c) Record of the migrant's absence/attendance, this may be kept either electronically or manually.
- d) A history of the migrant's contact details to include UK residential address, telephone number and mobile telephone number. This must be kept up to date with any changes to these details.
- e) Where the student's course of study requires them to hold an Academic Technology Approval Scheme (ATAS) clearance certificate, you must keep a copy Appendix D: keeping documents - guidance for sponsors - version 04/22 - page 17 of 17 of the certificate or the electronic approval notice received by you, from the Foreign and Commonwealth Office. If the Student is exempt from providing an ATAS certificate due to their nationality, you do not need to request an ATAS certificate from the Student.
- f) For migrants in the Child Student category who are going to be cared for in the UK in a private foster care arrangement during their stay, you must, as soon as you become aware of the migrant's arrival, provide details of the name of the foster carer and of the address where the foster carer and the migrant will be living, to the local authority in whose area the child will be living. In addition, where a Child Student is already in the UK and a private foster care arrangement subsequently commences, you must provide details of the name of the foster carer and the address where the foster carer and the Child Student will be living, to the local authority in whose area the child will be living as soon as you become aware of the change in their care arrangements. This is to ensure that the local authority is made aware of the arrangement as soon as possible. You must keep a record of the notification to the local authority.
- g) Copies or originals where possible of any evidence assessed by you as part of the process of making an offer to the migrant; this could be copies of references, or examination certificates. Higher Education Providers with a track record of compliance must keep records of the documents used to obtain the offer for their students at degree level or above but these documents do not need to be submitted with the Student's visa application.

## **STUDENT ARRIVALS – 10 TOP TIPS from the Border Force**

As you prepare to study in the UK, Border Force has developed ten top tips to make sure you have everything you need for a smooth arrival.

- If you're from a non-European Economic Area (EEA) country, complete the landing card given to you during your flight before you arrive at border control.
- Have your passport ready. Remove it from any cover, and remember to remove sunglasses and hats.
- Keep information about the course you're studying in your hand luggage. This must be in paper copy (not an electronic copy on tablet or phone). This includes your university Confirmation of Acceptance for Studies (CAS) number.
- Keep recent bank statements and details of where you are staying in your hand luggage, Border Force officers may ask to see this information.
- Expect Border Force officers to ask simple questions about your stay in the UK when you arrive at passport control.
- Do not bring in any meat or dairy products from outside the European Union (EU). There are restrictions on traditional medicines, food products such as fish, eggs and honey, and some fruit, vegetables and plants (including bulbs, seeds, cut flowers and tree bark).
- There are also restrictions on the amount of tobacco, alcohol and gifts you can bring to the UK. If you exceed your duty-free allowance and do not declare them, all of your items could be taken away from you.
- Never bring in counterfeit goods, illegal drugs, offensive weapons or indecent or obscene material. Some items are restricted and will require a licence or permit.
- You must declare cash of 10,000 Euros or more (or the equivalent in another currency) if you are travelling from a country outside the EU.
- Never give false or misleading information (including forged or counterfeit documents).