

## Sponsored Student Visa and Admission Procedure

### Introduction

This document outlines Moreton Hall School's Sponsored Student Visa and Admissions Procedure and should be used in conjunction with the Sponsored Student Visa Policy and Admissions Policy. The School will work in partnership with representatives to ensure that it always complies with the legislation laid down by the United Kingdom Visas and Immigration Organisation (UKVI). The School will also follow the procedures set out below to ensure that all regulations are fully met and understood by all parties involved, who will include parents, students and educational agencies making applications to Moreton Hall School for entry as a new student.

### Right to Study at The School

The School welcomes students from all over the world and is licensed by the United Kingdom Visas and Immigration organisation (UKVI) to sponsor students under Child Student and Student route who are nationals of countries outside the United Kingdom. As a Student Sponsor license holder, the School must demonstrate that there are systems and processes in place to monitor and keep adequate records of every pupil's immigration status. Admissions procedure for sponsored students, where a student is identified as being subject to immigration control, evidence of nationality and immigration status will be requested for the student at pre-admission. The School asks all applicants to state their nationality at the point of registration in the application form. All applicants will be interviewed as part of the process and Sponsored Student applicants as per the Admissions Policy and UK students will be requested to bring their passport to the interview as proof of their identity and nationality (either in person or by Skype). Passport details and a certified translated birth certificates will be required as part of the process to assign a CAS (Confirmation of Acceptance for Studies) to support a visa application. Copies of these documents will be retained and information may be shared with the UKVI.

### Enrolment

At interview stage, original current passport will be checked to see if the student is a genuine student and who they say they are. Where a student's immigration permission is dependent on a parent's status, the School may also request the parent's original current passport and original Biometric Residence Permit upon enrolling. Copies may be taken. Students will be asked to provide their original current passport containing a stamped entry vignette in order to collect their Biometric Residence Permit (where applicable) upon arrival at school. Copies will be taken, and students' passport and BRP cards will be stored securely on site. Students can request their passport/BRP card via their housemistress if they require it. If a student is required to register with the Police, the School will arrange appointments within 7 days after the Biometric Residence Permit has been collected.

### Documents

The School will keep copies of the following documents to comply with the terms of their Sponsorship Licence. This information will be held on file for the duration of their time at the School plus one year.

- Each sponsored student's current passport pages showing all personal identity details.
- Birth Certificate, with translation (if applicable).
- The student's Biometric Residence Permit (BRP) front and back.
- A history of the student's contact details including UK residential address, mobile and home telephone number.

- Copies or originals of any evidence of assessment prior to making an offer to the student will also be retained by the School.
- Signed Parental Consent Letter.
- Copy of Entry Vignette.
- Interview Notes.
- If a student is living in foster care/home stay, details of the name of the foster carer and the address where the foster carer and the student will be living, will be given to the relevant local authority in whose area the child will be living.
- The student's absence and attendance record.
- Attendance - This will be monitored, and electronically red flags will come up when a student reaches 90% and 81%.
- Holiday Logs - These will be centralised on a spreadsheet (in each House) with permissions held to correlate the student's travel.
- Expired/Expiring Leave - When a student's leave to study (visa and or passport) is going to expire (flags up electronically 3 months and 1-month prior), the student's parents or guardian will be contacted.
- A report is run each term by our representatives to check on expiry dates of visas and passports – normally 6 months in advance and parents or guardians are contacted by Boarding House staff.
- Where a non-sponsored student does not have valid leave to continue to study the contract will be terminated.
- The School will ensure that all sponsored students have valid leave to study for the full duration of the course.

## Policy Review

This policy will be reviewed annually (or earlier, in line with any new or additional changes to current legislation, policy or practice), to ensure that it remains compliant with the UKVI Sponsor Guidance and Immigration Rules as well as sector good practice.

## Annual Check Policy:

Policy	International Student Visa and Admission Policy
Original held here	<a href="https://moretonhall.org/policies-inspection-reports/">https://moretonhall.org/policies-inspection-reports/</a>
Applies to	
Author(s)	V. Eastman (International Director) and A. Dickson (Compliance Officer)
Approved by	G. Budd (Principal)
Annual review	I certify that I have reviewed this policy, and verify that, to the best of my knowledge, it reflects current legislation and is in accordance with the wishes of the Governing Body and Principal
Reviewer to enter initials next to the appropriate date	VE/AD/GB January 2022 To be reviewed: January 2023