



## **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 licence 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 85%.
- Holiday Logs - These will be centralised on a spreadsheet 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.
- Non Tier 4 visa holding students require permission forms to be completed by parents prior to arrival with permission for child to study a short term boarding with proof of outbound and return flights in line with agreed length of stay

## 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	Moreton Hall Firefly
Applies to	
Author(s)	Elyse Conlon
Approved by	
Annual review	I certify that I have reviewed this policy, and verify that, to the best of my knowledge, it



# Moreton Hall



	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	EC 6/10/23







## **The importance of a centralised system for Compliance purposes**

ISI compliance and Tier 4 visas are inextricably linked.

Boarding schools in the UK are inspected every 3 years to make sure they are compliant with the ISS regulations, with a failure to meet standards resulting in a warning notice by the DfE.

If a school is deemed to be non-compliant and is given a warning notice, its Confirmation of Acceptance for Studies (CAS) allocation is set to zero, meaning it cannot admit any new students on Tier 4 visas.

The DfE usually requires the school to draw up an action plan to address any areas of non-compliance before being re-inspected, and as long as it is found to be compliant, the CAS allocation is returned.

However, the long waiting time between the issuing of the warning notice and re-inspection is causing serious financial problems for schools who are dependent on income from new international students.

UK boarding schools claim to have lost hundreds of thousands of pounds as a result of a Tier-4 visa rule that prevents them from admitting new international students while they await re-inspection for compliance issues.

Boarding schools need to protect themselves by having a centralised system, so that there is not just one person deemed responsible for UKVI compliance.

For example, a centralised travel plans spreadsheet can be accessed and populated by all the House staff. Passport and visa information similarly can be logged on a centrally accessed spreadsheet, ensuring that expiry dates are flagged up well in advance.

However, having one person to oversee this is vital and this should be a person who is based in school all the time and not somebody who is regularly travelling overseas on school business. It is more than likely that in most schools this would be a person based in the bursary as they are normally on 52 week contracts and are office based.

## **POTENTIAL QUESTIONS AND ANSWERS AT AN ACL INSPECTION**

Who is ACL accredited at Moreton Hall School?

All staff who are responsible for handling the BRP cards in any capacity have been ACL accredited.

How was the ACL accreditation granted?

A request for accreditation with a completed form was sent to [SCHCollection@homeoffice.gov.uk](mailto:SCHCollection@homeoffice.gov.uk) alongside the passport and DBS details of the members of staff who would wish to be ACL accredited.

Who receives the BRP cards at school?

The BRP cards are delivered by Royal Mail secure delivery post to the school's reception. How are the BRP cards delivered? Holmes and Partners Ltd, who are our SMS Level 1 representatives and act as an ACL for Moreton Hall School, receives all our BRP cards. Holmes and Partners complies with the required security measures for storage and access to the cards. Holmes and Partners will check the cards for errors and any errors are reported to the UKVI accordingly. After the BRP cards have





been checked by Holmes and Partners, they are securely posted to Moreton Hall School using Royal Mail trackable secure delivery system.

Once the BRP cards have been delivered to school, how are they processed?

When the cards have been delivered to school, our reception team contacts the Bursary Office for collection and safekeeping of the cards.

What is the process at the Bursary Office for recording and storage of the BRP cards?

In the Bursary office, the Royal mail delivery packages are open, each BRP card is individually logged in to a spreadsheet and then kept in a safe until they are distributed to the boarding houses. The office is locked when it is vacant. The house parents are contacted for collection of the BRP cards from the Bursary Office. When being collected by the house parents, the cards are signed out of the Bursary Office accordingly and handed over to the house parents.

Where are the BRP cards stored in the boarding houses and what is the process?

In each boarding house there is the house parents' office. When the house parents collect the cards from the Bursary Office, they are taken to the offices in the boarding houses, logged in to a spreadsheet and then put into individual wallets and stored in a lockable filing cabinet, where they are kept. The house parents' offices have a limited number of staff who can access the offices, and the office doors are locked when these are vacant. Describe how the cards are handed over to the students Whenever a student needs a BRP card, either to travel outside the UK, open a bank account or any other reason, these are collected from the house parent's office. The card is signed out in the spreadsheet so that a record is kept and then handed over to the student. When the student no longer needs to use the BRP card, they return it to the office. The date the card is returned to the office is logged in to the spreadsheet and the card is returned to its wallet and subsequently locked into the filing cabinet.

What is the procedure if a BRP card handed over to a student is lost?

We ask the student to contact us immediately to inform us about the loss of the card. Moreton Hall School contacts Holmes and Partners to inform them of the loss and assistance on how to proceed with the replacement of the lost BRP. Holmes and Partners will inform the Home Office so that the BRP card is cancelled and the loss is reported to the police by the school

