

### **Charitable Objects of St. Catherine's School**

The Objects for which the Company is established are to promote and provide for the advancement of education by providing, conducting, governing, carrying on and maintaining in the United Kingdom, or elsewhere, a boarding or day school or schools for girls in which the teaching shall be in accordance with the principles of the Church of England.

**St Catherine's School, Bramley**



## **CHILD STUDENT STUDY VISA POLICY**

**Whole School refers to all students in the St Catherine's Preparatory and Senior Schools which includes: the Early Years Foundation Stage (EYFS), Pre-Prep. School (Key Stage 1), Prep. School (Key Stage 2); Middle School (Key Stage 3); Senior School (Key Stage 4) and the Sixth Form (Key Stage 5).**

### **INTRODUCTION**

This policy was written in November 2023 to gather together a number of existing UKVI and St Catherine's School procedures. It describes the practical procedures that all parents and staff within the whole school community should follow when a pupil is to attend St Catherine's School when not in receipt of a British Passport. It will be reviewed as necessary when UKVI procedures are updated and the updates history logged in the policy.

We are delighted to be able to welcome international students to St Catherine's School. Not only are they able to benefit from a UK education but they enrich our school life and enhance the experience of our UK students.

Children from other countries who wish to attend school in the UK and who do not have a separate right to come to and study in the UK, must apply for a Child Student visa. As a Child Student study visa sponsor, St Catherine's must hold a license which is issued by the UK Home Office. Our license number is: 4PGVX4JM5. With this license come several responsibilities with which we, like all Child Student visa sponsors, must always comply. Any school that does not do so may have its license withdrawn by the Home Office. Where this occurs, *all* international students must leave the school and the impact on both students and school can be very serious. What follows, therefore, is very important reading and protocol for all those who apply for a Child Student study visa and for all appointed guardians.

**Important note:** We are able to accommodate pupils requiring a student visa sponsorship into the Senior School aged 11+ into our boarding community. We do not issue Child Student visa for girls applying to the Prep School or to day pupils.

### **GENERAL GUIDELINES ABOUT CHILD STUDENT STUDY VISA SPONSORSHIP**

- Upon acceptance of a place at St Catherine's the school will issue one Child Student visa CAS (Confirmation of Acceptance for Study) letter in support of a student's visa application.
- St Catherine's is required to photocopy a student's passport, visa and entry stamp or evidence of when they entered the UK on the first day of term, or the first day that a student arrives at the school.
- St Catherine's will securely store passports for safekeeping only; students are able to access their passports whenever needed.
- St Catherine's must be notified if your child has obtained a new passport.

- St Catherine's must be notified of any change of address(es) or other contact details.
- All student absences must be reported to the UKVI. This includes students who arrive late at the beginning of term without prior notification or leave before their course completion date.
- Parents are therefore required to adhere to the term dates when booking international flights.
- All travel details to and from the UK and any addresses where your daughter stays outside term-time if she is not leaving the UK must be notified in writing to her housemistress at the appropriate time.
- In accordance with the UK Home Office regulations, all parents of pupils on a student visa are required to appoint a registered guardian, with whom their daughter will stay for exeat weekends and in case of emergency. The home in which the sponsored students are staying might receive a routine telephone call from UKVI during the holiday period if she stays in the UK. Parents therefore must notify us immediately of any change in guardian arrangements.

Guardians should be over 25 years of age, resident in the UK and ideally living within a 60-mile radius of the school. As a requirement, the nominated guardian should understand the commitment involved in their role and agree to take full responsibility for the pupil when not at the school and who can, if necessary, come to the school at short notice.

The following organisations provide lists of certified guardianship companies which is an assurance of professional quality:

The Boarding Schools Association (BSA) /Certified Guardian Scheme

<https://www.boarding.org.uk/wp-content/uploads/2023/01/BSA-guardianship-booklet.pdf>

The Association for the Education and Guardianship of International Students (AEGIS)  
[www.aegisuk.net](http://www.aegisuk.net)

Once parents have accepted a boarding place for their daughter, we will provide you with our detailed advisory documents regarding how best to choose a guardian. A guardian must be appointed prior to the child arriving at the school.

- For all sponsored students who reside in school it is recommended that they stay in school for the majority of weekends. Any weekend travel plans must be logged with the school.
- If a student leaves St Catherine's before the completion of the course for which the visa is provided, then the school will cease sponsorship and report this to UKVI.
- If a sponsored student turns 18 years old, she may carry on with her course until her permission to remain in the UK ends. If the student wants to do further study in the UK, she will have to apply under another category, for example Student visa with her new sponsor.
- A student joining from another school in the UK must have a visa application sponsored by St Catherine's in place before she arrives at school. For example, she cannot transfer her current one, even if it covers her up to the age of 13/End of Key Stage 3 at a previous School.

## **ST CATHERINE'S SCHOOL CHILD STUDENT VISA APPLICATION PROCESS**

- The earliest you can apply for a visa is six months before the start of the autumn term. New pupils are notified well in advance of the day they need to arrive in school.

- The service charge for St Catherine's to issue a CAS is currently £400.00. This will be charged to new parents in July on their bill for the Autumn Term.
- If for any reason there is a need to take further professional advice about a particular child student visa situation, the School reserves the right to make an additional charge to cover such costs and will inform the parents of that need and the likely charge in advance.

### **Step 1**

**The Admissions Department at St Catherine's must have received the following before the CAS process can be started:**

- A signed copy of the acceptance-of-a-place form along with the acceptance deposit
- A signed copy of St Catherine's Child Student visa policy
- A colour copy of your daughter's current passport biodata page
- A colour copy of both parents' current passport biodata pages
- Full details of both parents' current employment
- A copy of your daughter's birth certificate with English translation (where applicable) which should be certified with the translator's credentials, contact information and stamp

### **Step 2**

- On receipt of the above St Catherine's will issue your CAS letter enabling you to submit your online visa application
- You must then forward to St Catherine's a copy of your parental consent letter submitted with your visa application
- Full details of your daughter's guardian must be sent to the school. A guardian must be in place before the child arrives at the school in September

### **Step 3**

On arrival at School your daughter must hand in to her Boarding Housemistress:

- Her original passport with arrival immigration date stamp
- If no date stamp is within the passport, a boarding pass or evidence of travel must be shown
- Her BRP Card or she should supply a Share Code for checking with UKVI

### **ST CATHERINE'S SCHOOL PUPIL ON NON-SPONSORED VISA**

On acceptance of a place you must provide:

- A colour copy of your daughter's passport biodata page
- Her BRP Card or she should supply a Share Code for checking with UKVI
- A colour copy of both parents' passport biodata pages
- Full details of both parents' visa status if your daughter is attending on a Dependant Visa. This will also need to be provided each September while your daughter is attending St Catherine's

### **FOR ALL VISA STUDENTS EACH SEPTEMBER YOUR DAUGHTER WILL NEED TO SUBMIT**

- Her original passport with arrival immigration date stamp
- If no date stamp is within the passport a boarding pass or evidence of travel must be shown
- Her BRP Card or she should supply a Share Code for checking with UKVI if any changes have been made to the existing details

Your cooperation and support in providing the information required in a timely manner is greatly appreciated and will ensure that we can admit your daughter to the school promptly at the start of the term when she joins the School. Sadly, if documentation has not been issued to

you then we cannot accept her nor can we provide online learning of any kind until we have the requisite permissions. To do so would jeopardise our visa sponsor status and the education of all our students who are at St Catherine's on a child student visa. We hope you understand that the technicalities are not of our making but we must adhere to them at all times. Thank you.

**Signature of Senior School Headmistress:** .....

**Signature of Prep School Headmistress:** .....

**Signature of Chief Operating Officer:** .....

**Date:** .....