



PUPILS' IMMIGRATION STATUS AND VISAS - ADMINISTRATIVE AND COMPLIANCE ARRANGEMENTS

Introduction

In order to study at the College a pupil must be either a UK or Irish national or have a visa to live and study in the UK.

Checking Pupils' Immigration status

The Key Contact (see below) supported by the Registrar checks whether a pupil has a right to study in the UK when that pupil accepts a place and as necessary pursuant to Home Office requirements during his or her time at the College.

Pupils with Irish passports

The rights of pupils with Irish nationality are protected under the Common Travel Arrangements and so these pupils do not need a visa to live and study in the UK.

Pupils with non-UK and non-Irish nationality who are not sponsored by the College

For those pupils who are not sponsored by the College (see below) evidence of the necessary immigration status is to be supplied to the College's Authorising Officer and/or Key Contact (see below). On enrolment a copy of the pupil's passport is requested by the Registrar and thereafter a ShareCode from UK Visas & Immigration (which handles immigration matters on behalf of the Home Office) is requested to enable the Authorising Officer/Key Contact to verify the immigration status of the pupil. Should the visa or the passport expire during the pupil's time at the College updated documentation will be needed.

Licence to sponsor overseas pupils

Dulwich College is authorised under the Home Office to sponsor international students to come to the UK under the Student and Child Student routes. These students are called "sponsored students" and will generally be issued with a Child Student visa.

The College has a licence to enable it to sponsor international students which places considerable responsibility on it in terms of compliance.

In summary, the College's responsibilities under the licence are:

- To satisfy itself of certain requirements concerning prospective international pupils and to issue a "Certificate of Acceptance of Studies" to these pupils (mainly boarders) to enable them to live and study at the College as "sponsored students";
- To assume responsibility for all immigration matters affecting sponsored students until such time as sponsorship is withdrawn or the student leaves the UK and to advise UK Visas & Immigration within set time limits of any notifiable changes; and

- To verify the immigration status of all non-sponsored non-UK or Irish pupils studying at the College and to keep these records updated.

Staff Responsibilities – who does what

The terms of the Home Office licence (licence number D8AADJ541) require the College to appoint various personnel to undertake the duties assigned to it as a Sponsor. These are:

Authorising Officer: Dr Cameron Pyke, Deputy Master External

Key Contact: Mrs Helen Crusher, Legal Advisor (until January 2025)

Any change to personnel must be notified to the Home Office via its Sponsor Management System (SMS): [SMS log in \(homeoffice.gov.uk\)](#)

The Authorising Officer and Key Contact are supported by various members of staff as follows:

- Registrars: have responsibility to collate certain documents for all non-UK or Irish pupils at point of acceptance of a place at the College, to share these with the Key Contact and to report any sponsored pupil who withdraws after acceptance.
- Boarding Housemasters: have responsibility for sponsored boarding pupils and must report any change from boarding to day status (or vice-versa) and any significant boarding absences (including suspensions/late-arrival/work experience/early departure), the departure of any pupil before the expiry of their sponsored status and must monitor boarders' whereabouts during holiday absences.
- Heads of School & School Secretaries: have responsibility for sponsored day pupils and must report any change in living arrangements, significant absences (including suspensions/late-arrival/work experience/early departure/becoming boarders/holidays in term time or in the last or first week), any new pupil who does not turn up and the departure of any pupil before the expiry of their sponsored status.

Legal Advice

The College is supported and takes legal advice on immigration matters from VWV Solicitors.

Queries or concerns

Anyone having any queries or concerns about anything in this policy should contact the Deputy Master External.

Non-compliance

A breach of the policy may result in disciplinary action.

Policy Owner: The Deputy Master External
Last Reviewed: November 2024
Date of Next Review: As required (and no later than November 2025)