



Policy Name: International Student Policy

Owner: Senior Deputy Head

Review Date: August 2025

Next Review Date: August 2026

Policy revised annually or as regulations or review demands.

International Student Policy

Mayfield School welcomes students from all over the World who can study at Mayfield as boarders provided that they have an appointed guardian living in the UK (See Guardianship Policy). We are proud of our international outlook and diverse community that having overseas pupils brings.

All students are assessed in English and Maths as part of our admissions process. In order to cope with the academic and social demands of Mayfield, pupils must be sufficiently competent users of English on arrival.

Any student who does not hold a UK Passport or settled or pre-settled status in the UK must apply for a visa in order to study at Mayfield School. The Admissions Team will assess the visa needs of each student entering Mayfield School.

Mayfield is a registered Student Sponsor (via the Home Office's UK Visa and Immigration (UKVI) unit). The School retains full discretion over any decision on whether to sponsor the child.

Visa Routes

The two types of visa Mayfield School typically supports are Child Student Visa and Student Visa

1) Child Student Visa

It is possible to apply for the Child Student (formerly Tier 4 Child) visa if aged between 4 and 17 and the student wishes to study at an independent school in the UK. They must also:

- have a place on a course
- have the consent of their parent/s or guardian
- be able to cover their course fees and living costs
- meet the eligibility requirements

2) Student Visa

This visa is typically aimed at students over the age of 18 applying for their visa. In exceptional circumstances, however, Mayfield may issue a Student CAS (Confirmation of Acceptance to Study) to a student aged 16 or over.

Fragoman

As a Student Sponsor licence holder, Mayfield School is able to sponsor international students to study in the UK. This role carries a wide range of duties and regulatory obligations, which impose significant costs on the School, extending far beyond the student visa application process. International students are a vital part of the Mayfield community, and we take careful measures to protect our Student Sponsor licence.

UK Visas and Immigration inspect sponsors on a regular basis and Mayfield School must be able to demonstrate full compliance in order to continue to sponsor international students. Visa refusals for applications through either route and for whatever reason are monitored and recorded by UKVI so there is a vested interest in ensuring all compliance duties and student applications are supported by expert knowledge and guidance. The UKVI compliance regime is also becoming increasingly punitive, and a loss of the Student Sponsor licence would be highly detrimental to both the School and a child's study in the UK.

For these reasons we have instructed Fragoman to process all Child Student and Student applications for students attending Mayfield School and to act as the custodians of the School's Child Student Sponsor licence. This provides reassurance that the visa application process will not cause students unnecessary difficulty and that the School is well placed to meet its legal obligations as a sponsor. We require parents of any child applying for a visa to work with the team at Fragoman who will discuss their child's application and visa requirements and provide all relevant information and support.

Parent of a Child Student Visa

Parents who wish to accompany their daughter to the UK can apply to do so under the Parent of a Child Student visa, so long as their daughter is under the age of 12:

<https://www.gov.uk/parent-of-a-child-at-school-visa>

Children under the age of 12 can be accompanied by one parent, who will be responsible for the care of the child within the UK. This arrangement will cease when the child reaches their 12th birthday.

Fragoman will also need to process the Parent of a Child Student application as this can affect the outcome of the child's own application. For a Parent of a Child Student application, Fragoman will make an additional charge which is in addition to the child's application fees and any health surcharge.

Early termination of sponsorship

If a student leaves Mayfield before the natural end of an approved course of study or Mayfield ceases its sponsorship of a student such that the student must leave the UK or obtain a new sponsor, we are required to collect the following data from the parent/s: Either: Proof of departure from the UK, clearly identifying the child as the passenger. For example:

- Flight Ticket – Scan/Photo/E-Ticket
- Boarding Pass – Scan/Photo/E-Ticket
- Entry stamp on passport confirming re-entry to the child's home country

Or: For students moving to a new immigration category or sponsor, a copy of their new visa status for our records.

Application Procedure

To demonstrate the School's role as sponsor, Mayfield will issue a CAS (Confirmation of Acceptance for Study) relevant to the visa route being applied for.

Please note, a CAS is valid for 6 months but may not be used more than 6 months before the course begins when applying from outside the UK, or 3 months before the course begins when applying from inside the UK. The following key information is of note:

1. A CAS will be issued for each child requiring sponsorship upon acceptance of the offer of a place and receipt of all required documents. The CAS will be issued directly to Fragomen.
2. Fragoman will issue parents a pre-CAS questionnaire and a letter of parental consent, both of which will need to be completed and returned.
3. Parents will be required to provide evidence of funds sufficient to pay one year's fees at Mayfield.
4. Some visa routes require additional evidence of funds to support maintenance, or living costs, and this requirement will be made clear to families by Fragoman if applicable.
5. Where a document is not in English, the document must be accompanied by a full translation that can be independently verified by the Home Office. The translation must contain confirmation from the translator/translation company that it is an accurate translation of the document, the date of the translation, the translator/an authorised official of the translation company's full name and signature, and the translator/translation company's contact details.

6. An international student moving from Year 11 to Year 12 will be required to renew their visa as they will have completed one course (GCSE) with a view to commencing another (A Level). For existing students renewing their VISA, the school will offer parents the opportunity to use the partial Fragomen checking service, rather than pay for the full service – details on request from the Admissions Team.

7. A visa administration charge is levied by Fragomen to cover all applications and renewals. This is paid by the school who then bills the parents for this service. The charge for 2025/2026 is £650.

8. Fragoman will draft the student's visa application form and conduct a compliance check on all mandatory documents necessary for the visa application. A copy of the application form will be sent to parents for review prior to submitting online. Fragoman will add the CAS number to the on-line application. They will also contact the parent/s and/or agent to assist them in making the relevant statutory payments on-line and booking the appointment for the visa.

9. Parents are advised to not book flights before confirmation of the visa decision has been received.

Successful applications will result in the student being issued with an eVisa (a digital version of their immigration status information) which is linked to the student's passport. It is, therefore, imperative that Mayfield is alerted to any passport renewals or changes. The original passport will be kept by the admissions staff for safekeeping, but the student will be able to collect this at any time if they need it to travel or proof their identity.

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 line with our duties as a Student sponsor, we reserve the right to withdraw or refuse to issue a CAS.

Ongoing Obligations

1. The School must keep independent visa files on each international student which may be inspected by the UKVI at any time; specifically, the Admissions Team will make copies of the passport and visa for the student's file and add the details to iSAMS (the School's database) in order to monitor passport and visa expiry dates. The Admissions Team also make copies of the main visa holder's documents for dependent visas or Parent of Child Student visas.

2. Unauthorised absence of more than 10 continuous days must be reported to UKVI.

3. When a student leaves the School before the scheduled end of course date, this will be reported to the UKVI and the information referred to above under 'Early Termination of Sponsorship' will be requested. We are not required to report to UKVI that a student has finished their course (e.g. at the end of Year 11 and at the end of Year 13) and the

student may have a certain amount of time to stay in the UK after their course has finished and before their visa expires.

4. The School must be notified if the student has obtained a new passport and a copy provided as soon as possible.

5. If a Child Student turns 18, they can carry on with their course until their permission to stay ends. If they want to do further study in the UK, they will have to apply under another category, for example the Student route.

Education Guardians

Parents of students who are resident outside the UK must appoint a Guardian for the student who is based in the UK. This guardian can be a relative, family friend or a professional guardian who is a British Citizen or has 'indefinite leave to remain' status. The Association for the Education and Guardianship of International Students (AEGIS) or Boarding Schools' Association (BSA) can provide details of accredited guardianship organisations if required. Parents must provide details of their child's Guardian prior to arrival. For more information please consult the Guardianship Policy.

Request for Leave

Unauthorised absence of more than 10 continuous days must be reported to 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.

Boarding Requirement for Child Student Visa

An international student may only live with a parent in the UK if that parent holds a BNO (British National Overseas) visa. When applying for a Child Student visa the parent must confirm that their UK living arrangements will be one of the following:

- a) Full boarder at Mayfield School
- b) Weekly boarder at Mayfield School
- c) Flexi boarder at Mayfield School
- d) Living with a parent or legal guardian who has permission as a Parent of a Child Student.

International English

In order to cope with the academic and social demands of Mayfield, pupils must be sufficiently competent users of English on arrival. A pupil's level of English is assessed as part of our Admissions process and again on arrival. It will be indicated on the offer letter if the student is required to take International English. There is an additional termly cost applicable to all students receiving International English lessons. In 2025-

2026 pupils in Years 7 – 11 pay a termly charge of £915 and Sixth Form students pay £4860 for a two-year programme, payable in three equal instalments during Year 12.

For most international students, International English lessons are mandatory as the majority will benefit from smaller classes offering English tuition tailored to the needs of non-native speakers (for more information see English as a Second or Other Language Provision Policy).

At any point in the school year, a pupil in Year 7 – 10 can be moved into mainstream English classes, if they are deemed, by both the Head of International English and the Head of English, to have reached the necessary standard.

Sixth Form students are expected to study English alongside their three or four other A Levels unless they have obtained a Grade 6 (or higher) in GCSE or IGCSE English as a First Language, a Grade B (or higher) in C1 Advanced or an IELTS level 7.0 overall (minimum of 6.5 in each paper).

Students who meet the criteria to stop International English lessons mid-year will be required to pay for lessons until the end of the current term (e.g. the end of the Spring Term for a student supplying the necessary evidence that they have met the exemption criteria in January). Year 13 Students who meet the criteria to stop International English lessons are not eligible for a partial refund of the Year 12 fees.

Visa Expiry Monitoring

International students are required to bring their original passport, confirmation of their visa status and their boarding pass on their first day of School and the School will take a copy if we don't already have one.

The passport and boarding pass must be checked to ensure the date of the student's entry to the UK is within the validity dates of their visa.

Fragoman are responsible for ensuring that all documents have valid expiry dates and will contact parents directly on Mayfield School's behalf to obtain any further in date documentation required. Parents are asked to provide documents in a timely fashion.

Accepting a Place

Once offered, a place at Mayfield School cannot be secured until the School is in receipt of the completed and signed Acceptance Form and cleared deposit.

Once accepted, deposits are retained and held over from term to term until the pupil leaves the School. Any balance due will be refunded as a credit (without interest) against the final payment of extras or other sums due.

Annex A: Right to Study

Mayfield School is a licence holder to sponsor international students to come to the UK under Child Student and Student routes and therefore must demonstrate that there are systems and processes in place to monitor and keep adequate records of pupil's immigration. This policy is for immigration compliance purposes and sets out the basis of who may study at Mayfield School.

A pupil's right to study at Mayfield School is expected to be met by one of the following:

- a. They are British Nationals
- b. They have settled or pre-settled status in the UK
- c. They hold a visa confirming that they are entitled to remain the UK, and are permitted to study under the terms of that leave.

Right to Study checks – pre-admission

1. Mayfield School will request information on all prospective pupils' nationality and immigration status pre-admission.
2. Evidence of a pupil's nationality and immigration status will be requested and a record will be held on file.
3. Where a pupil is identified as possibly being subject to immigration control evidence of nationality and immigration status will be obtained for the pupil and parent where necessary.
4. Nationals from outside the UK and those from the EEA and Switzerland who do not hold pre-settled status will be asked whether they require a visa under the Child Student route at the time of registration. In exceptional cases, parents of these students, at the discretion of the Admissions Team, may complete the visa application process without using the Fragomen service.
5. Passport details and other supporting documents will be required to support a visa application and to assign a Confirmation of Acceptance of Studies (CAS). Copies of documents relied on will be retained.

Right to Study checks – enrolment

1. Pupils will be asked to provide their original current passport and their immigration status Share Code.
2. Pupils may be asked to provide their parents' original passport(s) and evidence of settled status. If this is required copies will be taken.
3. Pupils will be required at various times to produce their original passport for ongoing monitoring purposes.

Mandatory Checks and Records

1. In order to comply with the terms of their sponsorship licence, Mayfield School will keep copies of documentation as required in the Home Office Appendix D: keeping documents – guidance for sponsors, including the following:

- a. Each sponsored pupil's current passport pages showing all personal identity pages.
 - b. Copy of the pupil's current eVisa status.
 - c. The pupil's absence and attendance record.
 - d. A history of the pupil's contact details including residential address and phone numbers.
2. Copies of originals of any evidence of assessment prior to making an offer to the pupil will also be retained by the school.
3. Notifications regarding a pupil's circumstances may be given to the UKVI, via the Sponsor Management System, at any time as required.

Expired Leave

1. If a pupil's leave to study is due to expire, the pupil's parent or guardian will be contacted
2. Where a pupil does not have valid leave to continue to study the contract may be terminated.