



Felsted

Felsted School

*Information for
overseas pupils*

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Travel for Minors

Airlines vary on the minimum age of travel for unaccompanied minors. Please check this with the airline before booking your tickets.

If your child is travelling to Felsted for their first arrival alone, please ensure that this information is completed correctly within the New Joiner Pack so that arrangements can be made for airport collection. If this information changes prior to arrival, please inform Fran McCarthy, intadmissions@felsted.org, as soon as possible.

When pupils travel unaccompanied, the UK Border Force requires that they carry a letter of consent to travel signed by their parents or guardians. A suggested template for this letter is provided in Appendix A of this handbook.

During their time with us, we will request travel updates for all holidays and travel periods. Our travel coordinators can organise taxi transfers to and from the relevant airports. Where possible, students share taxi travel and costs will be added to the School bill.

Visas and Related Requirements

It is of extreme importance that students who require a visa to study in the UK obtain this before entering the UK.

The International Admissions team will contact you to request documents in order to organise a Confirmation of Acceptance for Studies (CAS) number for you to process your Child Student visa application before you start at Felsted.

Prior to your arrival at the School, you will need to provide confirmation that your visa has been approved. In order to demonstrate the correct visa permission is in place we will need a copy of your visa acceptance letter and a 'share code' from your UK Visas and Immigration (UKVI) account. Guidance will be provided on how to generate a share code if required. You must not travel to the UK unless your visa has been approved. Failure to demonstrate your valid visa may result in not being able to start your education at Felsted.

On arrival at the School, you will be required to present your passport and we will take a copy of this for our records. This will then be stored securely in our School safe and transferred to your child's boarding house safe at the end of LEAP. Passports can be accessed at any time by speaking to a member of staff. We will also ask for a copy of your boarding pass, whether electronic or printed, so please do ensure you keep hold of these, too. Boarding passes are required to demonstrate you have entered the UK within the correct permission dates as stated in your visa acceptance letter. All passports and visas will be reviewed periodically.

It is important that any changes to contact details, guardian, passport details or visas are

communicated to us immediately during your time at Felsted.

While a sponsored pupil is in the UK, it is imperative that the School knows where they are, even if they are with family or friends during the holidays. This is a UK Home Office requirement that we must adhere to. Therefore, we ask that parents keep their child's House Parent / HM informed on this point throughout a pupil's time at Felsted. Before each school holiday and exeat weekend we will ask you to confirm your child's travel plans using our travel arrangements form. As previously advised our travel coordinators can organise taxi transfers to and from the relevant airport and the costs will be added to the bill.

Guardianship

A Guardian is a nominated person in the UK, who is expected (if required) to act on behalf of parents who are overseas. In appointing a guardian, parents do not remove themselves from our loop of communication or lose any of the responsibility of being a parent; rather, they are making a trusted contact in the UK, who should be available at a moment's notice to assist their child when needed.

We hope that it is a source of comfort to families to know that, along with the excellent care provided by Felsted School, our students have another responsible adult nearby to help them to navigate the challenges inevitably faced in moving overseas for their education and to support them when it is required.

Who needs to have a Guardian?

All pupils, regardless of their age or nationality, must have a guardian appointed, for the full duration of their time at Felsted School, if their parents do not permanently reside in the UK

Who can be a guardian?

At least one responsible person over the age of 25 and who holds British citizenship or is settled in the UK for the duration of the pupil's time at Felsted must be appointed as guardian for any pupil whose parents reside outside of the UK.

All pupils should have a guardian that falls into one of the following categories, as per our [Parent and Guardians Relationship Policy](#):

- A guardian who is accredited by AEGIS (The Association for the Education and Guardianship of International Students) as an AEGIS Gold Standard Guardian.
- A guardian who is accredited by AEGIS under AEGIS Accreditation. AEGIS Accreditation is valid for two years. After this period, we expect guardians to move to Gold Standard accreditation. Guardians who remain under AEGIS Accreditation after the initial two year

period will only be able to remain as Felsted guardians in exceptional circumstances and with the agreement of the Head; or

- accredited by BSA (Boarding Schools' Association) as a BSA Certified Guardian;
- An immediate family member or family friend that meets UKVI (if sponsored) and the School's guidelines, as set out in the Policy. A guardian who is a family friend may only act as guardian for one pupil or family (aside from their own child).

Please note the requirements for who can be a guardian may be subject to change, dependent on any changes in regulation by the UK Department for Education or UKVI. In the event of any updates to regulation, we will communicate this to families and guardians.

Further Guidance on Guardianship

It is the responsibility of parents to satisfy themselves as to the suitability and availability of a prospective guardian, and to notify the School of any changes to the student's guardianship arrangements whilst at the School.

Please note that pupils will routinely be asked to complete a satisfaction survey relating to their guardianship experiences and parents may also be consulted.

Arrivals at Felsted

Arrivals for those joining LEAP

LEAP is a residential introductory week for our overseas pupils that provides pupils with a chance to settle into the school before term begins. During the LEAP week, our new pupils not only have the opportunity to make friends with those who are also new to the school from overseas, but also to find their way around, adapt to a new time zone, take part in an academic project and see the local area through excursions.

The LEAP week takes place one week before the start of term with an arrival time of 8:30 - 10:30am on **Wednesday 26th August 2026**.

Pupils joining our senior school (Year 9 and above) are expected to join the LEAP programme. It remains optional, but encouraged, for those joining Years 7 and 8.

During the LEAP week, all pupils live together with a dedicated house team to take care of them. At the end of the LEAP week, we help pupils to move into their term-time boarding house and settle in there.

Please note that further information will be sent to you regarding your arrival at LEAP prior to the summer break.

Miscellaneous

Uniform and Name Tapes

We will organise an appointment for your child at the Tailor's Shop during the LEAP week; however, please note that this will not be on the arrival day. Our LEAP team will help pupils in arriving at the Tailor's Shop for their appointment and the Tailor's Shop team will guide them through their appointment.

Name tapes for overseas pupils will arrive in School, ready for pupils to collect at their Tailor's Shop appointment, with assistance to sew in any labels they may need. You may wish to label your child's casual clothes before they travel to Felsted using labels sourced locally to you.

Electrical Equipment

Please note that all electrical equipment is tested by the School in the Autumn Term. If you are using adaptors on any personal electrical appliances, please only use those that conform to the British Standard 7671.

Dictionaries

As some students will be eligible to use bilingual dictionaries in examinations, it is recommended that Years 9-11 and Lower 6th A Level students purchase a bilingual dictionary (medium sized) before arrival. The EAL Department is also able to order one for your child, the cost of which will be added to your school bill.

Appendix A

Consent to travel form

To whom it may concern,

We, [parent 1 name] and [parent 2 name], confirm we are the [parents / legal guardian] of [pupil name] and consent to the following:

[Pupil name]'s unaccompanied travel to the UK on [flight number and date].

[Pupil name] is travelling to the UK to [continue / commence] their studies at Felsted School where they are a full boarder.

The full address of the school is:

Felsted School,

Felsted,

Essex

CM6 3LL

Boarding House - [enter pupil's boarding house]

+44 (0)1371 822 600

Onward transport to Felsted School has been pre-arranged.

Should you require any further information regarding these travel arrangements [I / we] can be contacted on the following numbers:

[Parent name 1 contact phone number]

Signature

[Parent name 2 contact phone number]

Signature