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

UKVI VISA POLICY ACCOMPANYING TERMS AND CONDITIONS

St Catherine's School UKVI license number: 4PGVX4JM5.

St Catherine's School Visa processing is administered and managed by Sable International.

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

- A signed copy of the acceptance form along with the acceptance deposit.
- A colour copy of your daughter's current passport biodata page.
- 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.

1. Upon acceptance of a place at St Catherine's and prior to the issue of a CAS (Confirmation of Acceptance for Study) you will need to provide:
    - A copy of both parents' current passports.
    - Details of both parents' current employment including company name and address.
    - Proof of ability to pay School fees, either by bank statement, savings account or letter from employer.
    - TB certificate where applicable.
    - Completed School Guardian Undertaking Form which will include details of the nominated educational Guardian. This must be from an accredited Guardian agency in the UK or a British Citizen or person settled in the UK who is going to take responsibility for your child whilst she is in the UK. A nominated educational Guardian must be over the age of 25.
    - Completed parental consent letter.
    - Confirmation you have read the School UKVI Visa Policy and these Terms and Conditions.

You will then be invited to attend an online interview with your child as part of the verification process of the above documents.

2. St Catherine's School (via Sable International) will issue one Child Student visa CAS (Confirmation of Acceptance for Study) letter in support of a student's visa application.
3. The School will securely store passports for safekeeping only; students are able to access their passports whenever needed but will be asked to sign them out with their Head of their Boarding House/Tutor and return them promptly for safe storage.
4. The School must be notified if your child has obtained a new passport.
5. The School must be notified of any change of address(es) or other contact details.
6. 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. This includes absences during the School term.
7. Parents are therefore required to adhere strictly to the term dates when booking international flights.
8. 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 or communicated to the PA to the Deputy Head (Boarding, Culture and Community) at the appropriate time.

A Further Note about Guardians

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

9. On arrival at School your daughter must hand in to her Head of Boarding House 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.
10. All sponsored students will reside in the School for weekends. Any very occasional weekend travel plans must be approved by the School in advance.
11. If a student leaves St Catherine's School before the completion of the course for which the visa is provided, then the School will cease sponsorship and report this to UKVI.
12. 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.
13. A student joining from another school in the UK must have a visa application sponsored by St Catherine's School 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 (Year 9) at a previous school.

14. The Compliance Management Fee for St Catherine's School to issue a CAS is currently £700.00 including VAT. This will be charged to new parents on their first bill.
15. 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.
16. Once your Visa application is confirmed you will need to provide to the School your eVisa account Share Code.

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.
- An eVisa Share Code for checking with UKVI.
- A colour copy of relevant parents' passport biodata pages.
- Full details of both parents' visa status if your daughter is attending on a Dependant Visa and eVisa Share Code for checking.

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.

I hereby have read the UKVI Visa Policy and accept the Terms and Conditions set out in this document.

Signed: _____ Date: _____

(Parent / Guardian – please delete as necessary)

Name in capitals: _____

Pupil Name: _____ Relationship to child: _____