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

WHOLE SCHOOL UK VISA POLICY

'Believe… Achieve… Succeed'

Policy Holder	Tracy Evans and Diane Haeffele
Date Approved	September 2026
Approval	Governance and Risk Committee
Date for next review	July 2027

This policy will be reviewed annually or sooner if there are statutory revisions to ensure continued compliance with BSA best practices and UK Visas and Immigration (UKVI) requirements.

The Policy

St Catherine's School is a licensed Home Office sponsor for both international students and workers and must fulfil certain duties in order to ensure that immigration control is maintained.

St Catherine's School license number is: **4PGVX4JM5**. Visa applications and administration are processed by Sable International.

This policy is to be read in conjunction with the following documents:

- UKVI VISA Policy Accompanying Terms and Conditions
- Admissions Policy
- Attendance Policy
- Guardianship Policy (including Guardian Undertaking Form)
- Safeguarding and Child Protection Policy

Important Note

St Catherine's School can sponsor Child Student visa applications **only for boarding pupils aged 11+ joining the Senior School**.

We **do not** sponsor visas for Prep School pupils or day pupils.

Determining Visa Requirements

It is important to determine whether your child requires a visa to study with St Catherine's School. British and Irish nationals are exempt from UK immigration control. For all other nationals, possessing the right immigration status is essential for studying in the UK. Please refer to Check if you need a UK visa – GOV.UK (www.gov.uk) to identify the appropriate visa category for your circumstances.

Evidencing Your Right to Study

If your child already holds an immigration status that permits your child to study in the UK you must provide evidence of your child's right to study. You can do this by providing a Share Code via View and prove your immigration status: get a share code – GOV.UK (www.gov.uk) and to the Admissions Team at Admissions@stcatherines.info.

Please note that where your child holds Child Dependent status we may also request evidence of the main applicant's immigration status.

Original documents will be verified during enrolment.

Sponsorship for Child Student Visa

For individuals who do not hold British or Irish nationality or an immigration status allowing study in the UK, St Catherine's School can sponsor a Child Student Visa application. This visa is course-based, requiring separate applications for different courses:

- One application will be needed for study on the GCSE course, and
- A separate application will be required for study on the A Level course.

Further information is available at Study in the UK on a Child Student visa - GOV.UK (www.gov.uk).

Please discuss your child's immigration status or sponsorship requirements with us at the earliest opportunity.

Keeping Your Passport Safe

Upon arrival at St Catherine's School, your child's passport and evidence of UK entry date will be requested for review, to be checked against the visa application to ensure all information is correct.

Your child's passport is a very important form of identification, and it must be shown at the UK border each time your child travels from and returns to the UK during their studies. Your child's passport will be kept in the Head of each Boarding House's safe during term time and returned on request at any point.

Sponsor and Student Responsibilities

St Catherine's School, as a licensed sponsor, maintains specific responsibilities to ensure compliance with the UK Immigration Rules. Students and parents must also adhere to various requirements, including keeping contact information up-to-date, reporting absences, and informing St Catherine's School of any changes affecting visa or immigration status.

Our Sponsor duties

As a registered and licensed sponsor, St Catherine's School must:

Act honestly with full disclosure in all its dealings with the Home Office (UKVI).

1. Act with integrity as a genuine education provider.
2. Take responsibility for all its sponsored students whilst it is sponsoring them. The School is responsible for a sponsored student from assignment of the CAS until the student is withdrawn, leaves the UK, or is given permission to stay in the UK with a different sponsor or in another immigration category.
3. Do all it can to ensure that prospective students are genuine students who can comply with the immigration rules and students who enrol, comply with their conditions of leave and see their course through to completion.
4. Ensure that concerns about the conduct and integrity of sponsored students are treated consistently with other students, including taking appropriate action where students are found to have used deception to gain advantage in their studies.
5. Comply with all aspects of the Immigration Rules and sponsor guidance and support immigration control, including taking steps to ensure that every student has permission to study in the UK throughout the whole period of their study.
6. Co-operate with the Home Office by allowing its staff immediate access to any of its sites and comply with all requests for information.
7. Ensure that its website and any marketing material accurately reflects its current Student Sponsor status.

St Catherine's School also has specific child safeguarding duties and monitoring, reporting and record-keeping duties in relation to all sponsored students.

1. As a Home Office sponsor we are duty-bound to monitor the UK whereabouts, UK care arrangements and travel arrangements from and to the UK of all sponsored students.
2. As a Home Office sponsor we are duty-bound to report unauthorised absences of sponsored students. Attendance must not drop below 80% or miss 10 consecutive days of unauthorised absence (we interpret this to mean one contact point to be equal to one am and one pm registration). If any of the above occurs the School will assess the reasons behind this and if necessary, the school will report this on the SMS as per the sponsor guidance. The School may withdraw sponsorship, if we have reason to believe the student has stopped attending. We are duty-bound to report any relevant changes to circumstances of our sponsored students that may affect their student status.
3. As a Home Office sponsor we are duty-bound to maintain a history of the contact details and care arrangements (including UK guardians) for sponsored students, as well as keep / maintain other specified documents related to our sponsored students. To enable us to continue sponsoring your child, we request that any change to these details be communicated to us as soon as possible.

Parent Responsibilities

It is the duty of parents to familiarise themselves with the UK immigration requirements and ensure they comply with the conditions of the Child Student Visa status as well as all applicable conditions of the Child Student Visa route set below.

For St Catherine's School to continue sponsoring your child, please note and comply with the following requests:

1. Ensure their passport remains valid during the entire period of study at the School and update the School with new passport details.
2. Inform the School of any changes to contact details as soon as possible.
3. Complete all travel forms provided by the School regarding Exeat, half term and end of term arrangements in good time.
4. Communicate to the School any travel or Exeat arrangements where your child will not be residing at the School or returning to parents. These arrangements will need to be detailed and require parental consent, or equivalent.
5. Inform the School of any absences as soon as possible.
6. Inform the School and UKVI of any changes to your child's personal details that may affect their visa and/or immigration status. These changes may include name, address, nationality, gender etc.
7. Report any change in circumstances to the School that may affect your child's visa and/or immigration status such as withdrawal or non-completion of their studies. Sponsored students should note that interruption, suspension and withdrawal have implications on immigration status and may result in a requirement to withdraw sponsorship and leave the UK.
8. Parents must sign the St Catherine's School UKVI Policy Accompanying Terms and Conditions.

Final Statement

We appreciate your cooperation in supplying all required documentation promptly. Unfortunately, St Catherine's School cannot enrol a student or provide online learning **until all UKVI required documents have been verified**.

Providing education without the proper permissions would jeopardise the School's sponsor license and the visa status of all international pupils.

For queries about visas and immigration, please contact the St Catherine's Director of Admissions at admissions@stcatherines.info or 01483 899609.