
UK VISAS and IMMIGRATION COMPLIANCE POLICY

Tonbridge School is registered as a licensed sponsor for both students and skilled workers.

This Policy should be read in conjunction with:

- Terms and Conditions
- Admissions Policy
- Tonbridge pre-CAS-questionnaire
- Educational Guardian Policy (and Educational Guardian Consent Form)
- Safeguarding Policy
- Memoranda
- Attendance Policy

DO YOU NEED A VISA?

UK and Irish nationals are not subject to UK immigration control. All other nationals will need to have an immigration status that allows them to study in the UK.

Check <https://www.gov.uk/check-uk-visa> to see what type of visa you may require to study in the UK.

EVIDENCING YOUR RIGHT TO STUDY

If you already hold an immigration status that allows you to study in the UK, such as status under the EU Settlement Scheme (EUSS), Child Dependent status (e.g. linked to a parent's immigration status), Right of Abode or Indefinite Leave to Remain (ILR), you must evidence your right to study by:

1. **If you hold a digital immigration status:** Providing a share code via <https://www.gov.uk/view-prove-immigration-status> and sharing this code with the School Administrator via school.admin@tonbridge-school.org, or

Original documents will need to be checked in person during enrolment.

CHILD STUDENT VISAS / SPONSORSHIP

If you do not have British or Irish nationality, or an immigration status that allows you to study in the UK, then the School can sponsor you to obtain a **Child Student Visa**.

The visa is 'course based', and so:

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

Check <https://www.gov.uk/study-uk-child-student-visa> to see further information on this visa route.

APPLICATION PROCEDURE

The School will provide a **Confirmation of Acceptance for Studies (CAS)** confirming sponsorship on receipt of the following:

- An unconditional offer of a confirmed place to study at Tonbridge School;
- Completed copy of the Terms and Conditions signed by all relevant parties;
- Payment of the first term's fees (an invoice can be provided upon request). This will be evidenced on the CAS as part of financial requirement for a Child Student Visa;
- A copy of the passport to be used for the application with validity of 6 months or more [NB: if your son has dual nationality, please clearly state which should be used for the visa application. This should be the only passport used for travel to and from School and for any School trip;
- A copy of the original birth certificate (translation must be provided if not in English);
- Accredited Guardian in place with all consent forms completed and received;
- Completed Letter of Parental Consent for Travel.

Once the above is in place the School will be in a position to issue the CAS. The CAS features a unique reference number required for the Child Student Visa application. Your Child Student Visa application cannot be made without this.

A document confirming the CAS will be sent to you via email and its use monitored by the School through the Sponsorship Management System. The CAS is valid for 6 months.

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.

TIMING

If you are applying from **outside** the UK, you may apply up to **6 months** prior to the course start date.

If you are applying **within** the UK, you may apply up to **3 months** prior to the course start date. Please note that you must already hold a form of UK residency to apply from within the UK (such as an existing Child Student Visa where you are applying for further permission to study on another course).

The School normally issue CAS from May of the year of entry.

MAKING YOUR CHILD STUDENT VISA APPLICATION

You will make your visa application online or via the 'UK Immigration: ID Check' app. Please check <https://www.gov.uk/study-uk-child-student-visa> for details of how to apply and what you will need to show.

OUTCOME OF APPLICATION

Please inform the School of the progress and final outcome of your application. If your application is successful, you will receive either:

1. When the application has been approved, your child's passport will be endorsed with a multi-entry vignette, or sticker, in a previously blank page granting them 90 days within which to enter the UK, to otherwise establish what is called a UKVI account, an electronic method of proving their permission for the remainder of their stage.
2. A digital immigration status which you can view and prove online, if you used the 'UK Immigration: ID Check' app to make your application.

Please provide the School with either a copy of your UK 30-day entry visa or a share code via <https://www.gov.uk/view-prove-immigration-status> as soon as the application has been approved and a copy of the approval email/letter from the Home Office

UPDATE

From December 2024 BRPs will be replaced by eVisas – with UKVI's aim to be fully digitalised by 2025.

Vignettes will still be issued throughout 2025 but will then be phased out.

ENTERING THE UK

It is imperative that you do not attempt to enter the UK for study prior to the 'valid from' date on your new Child Student visa / within the validity of your 30-day entry visa. If you enter to study before your status is valid, you will be required to exit and re-enter the Common Travel Area to activate your status before commencing your studies.

KEEPING YOUR PASSPORT SAFE

We would urge you to keep your personal documents secure in the Housemaster's safe whilst in School and will request signed parental consent to do so. You will be asked by your Housemaster and/or Matron to sign-out your passport for travel.

OUR SPONSOR DUTIES

As a registered and licensed sponsors, Tonbridge School **must**:

1. Act honestly with full disclosure in all its dealings with the Home Office (UKVI).
2. Act with integrity as a genuine education provider.
3. 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.
4. 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.
5. 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.
6. 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.

7. Co-operate with the Home Office by allowing its staff immediate access to any of its sites and comply with all requests for information.
8. Ensure that its website and any marketing material accurately reflects its current student sponsor status.

The School also has specific safeguarding duties and monitoring, reporting and record-keeping duties in relation to our sponsored students.

As a Home Office sponsor we are duty-bound to monitor the whereabouts, care arrangements and travel arrangements of our sponsored students.

As a Home Office sponsor we are duty-bound to report unauthorised absences of sponsored students of 10 consecutive contact points (5 days) and may withdraw sponsorship prior to this if we have reason to believe the student has stopped attending school. We are duty-bound to report any relevant changes to circumstances of our sponsored students that may affect their student status.

As a Home Office sponsor we are duty-bound to maintain a history of the contact details and care arrangements (guardians) for sponsored students, as well as keep / maintain other specified documents related to our sponsored students. We request that any change to these details are communicated as soon as possible.

YOUR 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. In order for us to continue sponsoring you, 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.
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 personal details that may affect your 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 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.

EU SCHOOL TRIPS: SCHENGEN VISAS

Should your son wish to go on a school trip to a European country, it is possible that he will require a Schengen visa. Full information on how to apply can be found here: <https://www.schengenvisainfo.com/how-to-apply-schengen-visa/>

The School cannot apply for this on your son's behalf but can provide any supporting documentation the application may require.

FURTHER HELP

For any further questions about visas and immigration, please contact the School Administrator on 01732 304246 or schooladmin@tonbridge-school.org

If you would like to engage expert advice, we recommend the law firm BSA Legal Services Ltd (part of the Boarding Schools' Association Group), authorised and regulated by the Solicitors Regulation Authority of England and Wales (SRA No. 8003074). BSA Group has an expert team of immigration specialists who can assist you with any part of the application process. If you are interested in using their services, please contact: +44 (0)207 798 1583 or legal@bsagroup.org.uk.