

## MILTON ABBEY SCHOOL

### CHILD STUDENT VISA POLICY

Milton Abbey School holds a Child Student Visa licence, issued by United Kingdom Visa & Immigration (UKV&I), whose licence number is QXB2DYTXX. The licence allows Milton Abbey to sponsor students who live overseas to study at the School.

The School takes its sponsorship responsibilities seriously, and makes every effort to follow the UKV&I Sponsor Guide when supporting applications in order to meet our sponsorship duties. For more detailed information please see [UKV&I Sponsor Guide](#).

The School will issue a Confirmation of Acceptance for Study (CAS) only once in receipt of the documentation required by the UKV&I. We will make every effort to guide and facilitate the process, based on UK Government guidelines, but cannot assist in resolving visa related issues, until once the child is a student at Milton Abbey.

#### **Responsibility of Milton Abbey School**

1. Send confirmation letter to acknowledge receipt of Acceptance Form and Deposit
2. Six months before student enrolls, communicate to Parents/Guardians the Child Student Visa process
3. Head of Admissions to provide CAS and accompanying letter to send to parents once satisfied that all UKV&I required documentation has been submitted and meets requirements
4. When student arrives, all passports to be checked against that held in the files
5. Arrange to collect the BRP card on behalf of the student
6. Ensure the pupil's passport and BRP is held in a safe within their Boarding House

#### **Passports**

A valid passport is required in order for a pupil to obtain their Child Student Visa.

In order for the pupil to travel, whether to return home or participate on a school trip overseas a valid passport is required with at least 6 months before the expiry date. Parents/Guardians are responsible for ensuring that the pupil's passport is in date and has the recommended validity period remaining prior to any school trips or return home.

Parents are responsible for letting the School know of all updated passport details or new issues and provide them with a colour photocopy.



## Responsibility of Parents/Guardians

Of equal importance is the safety and well-being of our students when they spend time away from the School and for this reason we have drawn up a Guardianship Agreement outlining our School's Guardianship Policy and the level of care we expect all Educational Guardians to provide to our pupils. It is the Parents/Guardians' responsibility to select a suitable Educational Guardian for their child. Parents/Guardians and Educational Guardian must both sign the Guardian Agreement. The School cannot accept responsibility for any agreement financial or otherwise between the Parents/Guardians.

- All guardians must be over the age of 25
- All guardians must have a permanent place of residence in the UK (preferably within 2-3 hours of the School).
- The guardian must be a person who is not regularly involved in travelling overseas other than for holidays.
- Guardian to ensure appropriate policies and procedures are in place to ensure the safety, wellbeing and protection from exploitation of the children which it sponsors
- Should be able to correspond with the School in English
- Where a student is living in the UK in accommodation that was not provided by the sponsor, their living arrangements meet the requirements of the route as specified in the [UKV&I Student Sponsor Guidance. See Section 2.13.](#)

If a family has difficulty in finding an Educational Guardian, the School advises looking on the AEGIS website ([www.aegisuk.net](http://www.aegisuk.net))

## Care Arrangements for Pupils during Exeat Weekends/Holiday Periods/non-school days out for personal reasons

It is the School's responsibility to ensure that suitable care arrangements are in place for all Child Student Visa pupils during personal days out, exeats (when not staying in School) and holiday periods where the pupil remains in the UK or returns home. Parents/Guardians are required to inform the School of the details of these arrangements that include the following:

- The address(s) where the pupil will be residing
- Confirmation of the dates the pupil will be in their care
- Name of individual responsible for the pupil's care
- Contact details of the individual responsible for the pupil's care
- Details of travel from and return to the School (driver details & flights).

Note: If the pupil is taking part in an official school trip, this will form part of the school day and would not need to be recorded as above.

## Parents/Guardians Information:

Keeping contact details up to date with the School. Parents/Guardians should inform the school and the UKV&I of any changes to their personal details that may affect the pupil's visa and/or immigration status. These changes may include name, address, nationality, gender etc. Milton Abbey is required to report any significant changes in a Child Student Visa pupil's course to the UKV&I. If any of the following are applicable to the pupil during their study at the School, it is important that Parents/Guardians let the School know straight away, if there is a:

- change of course
- length of study becomes shorter
- change in study location



### **Attendance and Engagement**

To comply with the UKV&I regulations, the School must keep a record of pupil's attendance and engagement records and report any issues of consistent non-attendance to the UKV&I. Pupils must ensure that their attendance levels and engagement are satisfactory or risk their Child Student Visa being withdrawn.

### **Term Dates**

Parents/Guardians are requested to adhere to term dates when booking international flights as non-attendance is recorded if the pupil arrives late at the beginning of term or leaves early at the end of term.

### **Care Arrangements for Pupils Whose Visas Remain Valid After Their Course of Study Ends**

Visas are granted on the basis of the length of the pupil's course and this is calculated by the start and end date on the CAS. It is normal, however, for the visa to stay valid for up to four months following the course of study ending. The School still has reporting responsibilities to the UKV&I during this period if the pupil has not left the UK or returned home. As such, Parents/Guardians will need to ensure that the School has the information requested above to include the date and travel details of when the pupil will be leaving the UK.

### **Schools Fees & Billing**

Parents/Guardians are required to meet their financial obligations as set out in the Terms & Conditions.

### **Claire Low**

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