



Reddam House Berkshire

Right to Study Policy

Reddam House Berkshire is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers, students and visitors to share this commitment.

All outcomes generated by this document must take account of and contribute to safeguarding and promoting the welfare of children and young people at Reddam House Berkshire.

Contents

Introduction 3

Right to Study 3

International Students 3

Student and Child Student Routes 3

 Child Student Visa 4

 Student Visa 5

Holmes & Partners 5

 Parent of a Child Student Visa 5

Documents Required 6

Education Guardians 6

UK Passport Control: student arrival guide 7

BRP Collection Point 7

International Student Induction Form 7

Request for Leave 7

Boarding Students – Passport and BRP 7

Agent Feedback 7

Visa Expiry Monitoring 8

 Visa Monitoring Templates 9

Ending Sponsorship 9

 Leaving the UK 9

 New Immigration Category 9

 New Sponsor 10



Introduction

Reddam House Berkshire is a co-educational independent day and boarding school for students from ages 3 months to 18 years.

Our Admissions policy which includes details of the assessment process and further information for overseas applicants can be found on our website: www.reddamhouse.org.uk/about-us/policies.

Right to Study

We require a copy of a prospective student's passport and visa (if applicable) to confirm their right to study in the UK. Please check the link to see whether you need a visa to study in the UK: www.gov.uk/check-uk-visa

International Students

The School will assess the visa needs of each student but there is also a facility for early notice to be provided by the parents in the online application form if they are aware their child will require sponsorship. The School is a registered Student Sponsor (via the Home Office's UK Visa and Immigration (UKVI) unit). The School reserves full discretion over any decision whether to sponsor the child. The School has a limited number of CAS available each year and priority is given to boarding students, however, we may have a small number of CAS for day students.

We welcome overseas students who can study at Reddam House Berkshire as a boarder if they have a relative or guardian living in the UK with whom they can stay for some weekends. However, parents of overseas students should appreciate that Reddam House Berkshire expects overseas students to finish a complete course of study such as Years 9-11, or Years 12-13. The school does offer some short-term study programmes depending on the academic level of the student and the year group the student will join.

In order to cope with the academic and social demands of Reddam House Berkshire students must be fluent English speakers. Normally students should have been educated in the English medium for at least 3 years before coming to the school. English is assessed as part of our admissions process. Tuition in English as an Additional Language (EAL) can be arranged at the parent's expense.

Student and Child Student Routes

Reddam House Sponsor Licence Number: WN6KKG350

Full up-to-date information for the UKVI (United Kingdom Visas and Immigration)/Home Office may be found at www.gov.uk/apply-uk-visa

Guidance on UK Visas and Immigration's policy for Student and Child Student route applications to stay or come to the UK should be read in full before you apply for a visa. www.gov.uk/government/publications/points-based-system-student-route



The School will make all reasonable efforts to assist students and parents to comply with the UK Government's requirements on visa entry for students who wish to come to the UK to study. However, responsibility for making a visa application to allow their child to attend Reddam House School rests with the parents. The School cannot assist with resolving visa related issues other than those under Student or Child Student routes (or any subsequent scheme) either for a current student or for a student who is proposed to be admitted.

The School generally will issue a Child Student CAS (Confirmation of Acceptance for Study) and may issue a Student CAS in exceptional circumstances.

- Reddam House has a Sponsor Licence with UKVI.
- All applications must be supported by entrance assessments (Year 4+ entry), a report from a student's current school and an interview (Year 7+ entry).
- The School is required to take copies of a student's passport and visa on the first day of term or the first day that a student arrives at the School.
- The School must be notified if the student has obtained a new passport.
- The School must keep independent visa files on each international student. These may be inspected by the UKVI at any time.
- Unauthorised absence of more than 10 continuous days must be reported to UKVI.
- When a student leaves the School before the scheduled end of course date, this will be reported to the UKVI. We are not required to report to UKVI that a student has finished their course (e.g. at the end of Year 11 or 13) and the student may have a certain amount of time to stay in the UK after their course has finished and before their visa expires.
- A student cannot make their Student or Child Student application more than 6 months before the start of their course when applying from outside the UK or 3 months when applying from inside the UK. In both cases no later than 6 months after being sent the CAS.
- If a Child Student turns 18 years old, they can carry on with their course until their permission to stay ends. If they want to do further study in the UK, they will have to apply under another category, for example Student route.

Child Student Visa

You can apply for the Child Student visa if you are aged between 4 and 17 and you want to study at an independent school in the UK. You must also:

- have a place on a course
- have the consent of your parent or guardian
- have enough money to cover your course fees and living costs
- meet the [eligibility requirements](#)



Student Visa

The School may issue a Student CAS to a student aged 16 or over in exceptional circumstances, however, this would usually be reserved for students over the age of 18 when applying for their visa who are unable to apply for a Child Student visa.

Holmes & Partners

Reddam House holds a Student Sponsor license that allows us to sponsor international students to come and study in the UK. With this comes a wide range of sponsor duties and regulatory obligations that incur significant costs to the school extending well beyond the student visa application process. International students are hugely important to the school community at Reddam, so we are taking steps to ensure our Student Sponsor license is protected and we can focus more on our true priorities as educators.

UK Visas and Immigration inspect sponsors on a regular basis and Reddam House must be able to demonstrate full compliance in order to continue to sponsor international students. Refusals of Student or Child Student routes applications also count against the school, so there is a vested interest in ensuring all compliance duties and student applications are supported by expert knowledge and guidance. The UKVI compliance regime is also becoming increasingly punitive and a loss of the Student Sponsor license would be highly detrimental to both the school and your child's study in the UK.

For these reasons we have instructed Holmes & Partners to process all Student and Child Student applications for students attending Reddam House and to act as the custodians of the school's Student Sponsor license. This provides reassurance that the visa application process will not cause students unnecessary difficulty, and that the school is well placed to meet its legal obligations as a sponsor. We would ask you to kindly work with the account management team at Holmes & Partners who will discuss your child's application and visa requirements.

Parent of a Child Student Visa

Parents who wish to accompany their children to the UK can apply to do so under the [Parent of a Child Student visa](#). Children under the age of 12 can be accompanied by one parent, who will be responsible for the care of the child within the UK. Children aged 12 and over are only able to reside with their parent if that parent holds a Parent of a Child Student permission issued on the basis of a younger sibling who has permission as a Child Student.

Holmes & Partners will also need process the Parent of a Child Student application, as this can affect the outcome of your child's Child Student application. For a Parent of a Child Student application Holmes & Partners charge £695 + VAT (correct at time of writing) and will require to invoice the parent with this. Please note, this charge is in addition to the application fee and health surcharge.



Documents Required

The following are required in advance of assigning a CAS.

- Application
- Passport
- Birth certificate
- Entrance assessments (Year 4+ entry)
- School report
- Interview (Year 7+ entry)
- Offer letter
- Acceptance Form & deposit (1 term)
- Pre-CAS questionnaire – issued by Holmes & Partners
- Letter of parental consent - issued by Holmes & Partners
- Fees in advance (2 terms) plus CAS fee (£21)
- Evidence of remaining fees for the first year (if applicable)
- Evidence of maintenance requirements (non-boarding students only)

Where a document is not in English, the document must be accompanied by a full translation that can be independently verified by the Home Office. The translation must contain confirmation from the translator/translation company that it is an accurate translation of the document, the date of the translation, the translator/an authorised official of the translation company's full name and signature, and the translator/translation company's contact details.

Holmes & Partners will produce a draft CAS which will be sent to the parent and/or agent to check the details and confirm correct prior to assignment. The application is made on-line and a CAS number will be issued to parents and/or agent. A CAS number is valid for 6 months but may not be used more than 6 months when applying from outside the UK or 3 months when applying from inside the UK before the course begins. The CAS number and offer letter will be issued by the School for parents to apply for a visa.

If a visa application is refused, a copy of the refusal letter must be sent to the School prior to the issue of a new CAS.

In line with our duties as a Student sponsor, we reserve the right to withdraw or refuse to issue a CAS.

Education Guardians

Parents of students who are resident outside the UK must appoint an Education Guardian for the student who is based in the UK and should be no more than 2 hours away from the School. This guardian can be a relative, family friend or a professional guardian. [The Association for the Education and Guardianship of International Students](#) (AEGIS) or [Boarding Schools' Association](#) (BSA) can provide details of accredited guardianship organisations if required.

Parents must provide details of their child's Education Guardian prior to arrival at School via the [Education Guardianship Form](#) provided in the welcome pack.



UK Passport Control: student arrival guide

Guidance to help students understand what they need to do to make their journey through the UK border easier www.gov.uk/government/publications/student-arrivals-10-top-tips

BRP Collection Point

Holmes & Partners are registered as an Alternative Collection Location (ACL), please use ACL code **2LR442** so that the BRP card is delivered to their office where they can check it for errors before sending it to the school for the student to collect it.

International Student Induction Form

Once you have been granted leave to remain within the Child Student or Student category, Holmes & Partners will provide an information sheet which confirms the conditions of your stay in the UK and your main ongoing responsibilities to the Home Office.

Request for Leave

Unauthorised absence of more than 10 continuous days must be reported to UKVI. This includes students who arrive late at the beginning of term or leave early at the end of term. Parents are requested to adhere to the term dates when booking international flights.

Leave of absence needs to be requested in advance via our Junior admin team (Reception to Year 6) or reception (Years 7-13) who will send a Student Leave of Absence form to complete.

- Junior School (Reception to Year 6) – email junioradmin@reddamhouse.org.uk
- Middle & Senior School (Years 7-13) – email reception@reddamhouse.org.uk

The Student Leave of Absence form should be completed in advance of the proposed period of absence by the parent/guardian with whom the child normally resides. In line with Government and local Authority guidance, all leave requests will be dealt with at the discretion of the Head of School. The period of attendance will also be taken into account. Your leave request will either be authorised or not authorised by the Head of School and you will be notified of the outcome.

Boarding Students – Passport and BRP

It is the school's policy that all passports and BRPs for international boarding students will be kept for safekeeping in the safe in the boarding house. Students can access these documents by requesting from a member of the boarding staff and signed out and once returned signed back in.

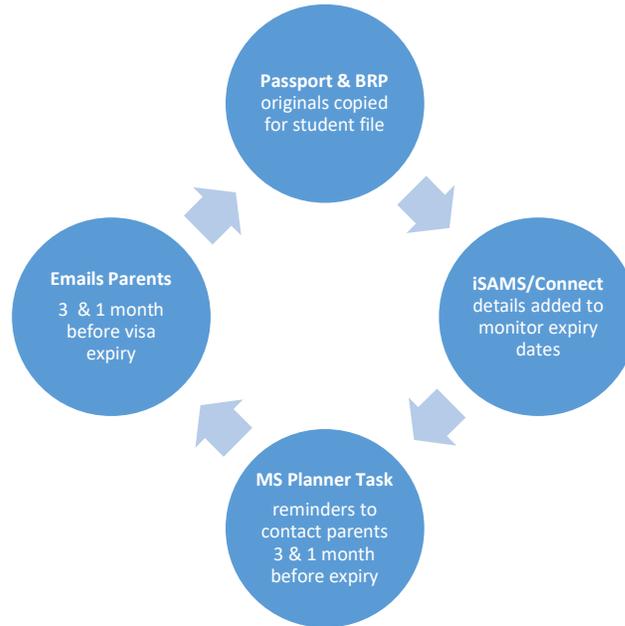
Agent Feedback

If you used an agent during the application process, please provide feedback for your agent:

- Did the agent provide all the information you needed in relation to the school?
- Did the agent provide assistance with your visa application?
- Would you recommend the agent to other students considering Reddam House?
- Is there anything the agent could have done better?
- Is there anything the agent did particularly well?



Visa Expiry Monitoring



International students are required to bring their original passport and visa (if applicable) to school on their first day of school. If the BRP has not been collected this should be brought in as soon as possible following collection.

The passport must be checked to ensure the date of the student's entry to the UK is within the validity dates of their Entry Vignette (this is evidenced by the Immigration Officer's entry stamp in the passport). If the Immigration Officers stamp is on a page other than the page with the Entry Vignette, a copy of this page must also be made. If a student has arrived and entered the UK using the e-gates evidence of their flight itinerary must be provided.

The Admissions Officer (Reception to Year 12) or ELS Administrator (ELS) will make copies of the passport and visa for the student's file and add the details to iSAMS (Reception to Year 12) or Connect (ELS) in order to monitor passport and visa expiry dates. We also make copies of the main visa holder's documents for dependant visas or Parent of Child Student visa.

A task will be added to MS Planner with a reminder to contact parents 3 months and 1 month before visa and passport expiry dates to request a copy of new the documents once obtained. Connect will notify the ELS Administrator of expiry dates.

Templates (see below) to send to parents at 3 months and 1 month prior to expiry, following this diary weekly call to contact for update. The child's place at the school will be withdrawn if they no longer have the Right to Study in the UK.

Once the new document(s) has been obtained copies are added to student file, iSAMS/Connect updated with the new expiry date and task added to MS Planner.



Visa Monitoring Templates

Visa expiry - 3 months

Dear {{parent.txtlettersalutation}}

Our records indicate that {{pupil.txtforename}}'s visa/Biometric Residence Permit (BRP) / passport is expiring on DATE. Once you have the new BRP / passport please arrange for the original to be brought to main reception so we can make copies for our records. If {{pupil.txtforename}} holds a dependant's visa we will also need to see the main visa holder's documents.

Thank you in advance for your co-operation.

Visa expiry - 1 month

Dear {{parent.txtlettersalutation}}

As indicated in my previous email, our records indicate that {{pupil.txtforename}}'s visa/Biometric Residence Permit (BRP) / passport is expiring on DATE. Once you have the new BRP /passport please arrange for the original to be brought to main reception so we can make copies for our records. If {{pupil.txtforename}} holds a dependant's visa we will also need to see the main visa holder's documents.

If you have submitted a visa application and you are waiting for a decision, please provide evidence of your submitted application.

Thank you in advance for your co-operation.

Ending Sponsorship

We are required to collect this data from you if we stop sponsoring your Child Student or Student visa before your scheduled course end date. If you do not provide this data, you will continue to receive visa chase emails. You do not need to submit evidence if you complete your course by your scheduled course end date.

Leaving the UK

We will require proof of your departure from the UK, for example:

- Flight Ticket - Scan/Photo/E-Ticket.
- Your Boarding pass - Scan/Photo/E-Pass.
- Entry stamp on passport confirming re-entry to your home country.

Please ensure that your proof clearly identifies that you are the passenger.

New Immigration Category

For students moving to a new immigration category we will require a copy of your new BRP for our records.



New Sponsor

For students moving to a new sponsor after leaving Reddam House we will require confirmation from your new sponsor and a copy of your new BRP for our records.

