



REDDAM
— HOUSE —
BERKSHIRE

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.

January 2026

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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/our-school/downloads.

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.

Visa Expiry Monitoring

International students are required to bring their original passport to school on or before their first day of school. In addition, we require a share code to access the student's eVisa which we will download for their school file. You can create a share code via the link: www.gov.uk/view-prove-immigration-status.

For Child Student and Student visas, 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) or eVisa. 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.

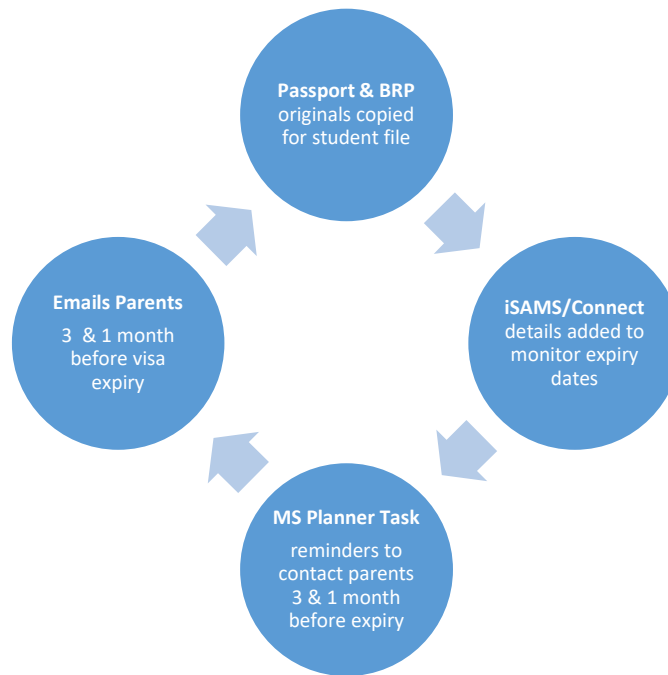
The Admissions Officer (Reception to Year 13) or ELS Administrator (ELS) will make copies of the passport and download the eVisa for the student's file and add the details to iSAMS (Reception to Year 13) or Connect (ELS) to monitor passport and visa expiry dates. We also make copies of the main visa 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.

Templates (see below) to send to parents at 3 months and 1 month prior to expiry, following this diary to contact weekly 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 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

Expiry Visa - 3 months

Dear {{parent.txtlettersalutation}}

Our records indicate that {{pupil.txtforename}}'s visa is expiring on DATE.

Please create a share code using the link below and send the share code by email so we can access {{pupil.txtforename}}'s new eVisa. If {{pupil.txtforename}} holds a dependant's visa, we will also need a share code to access the eVisa for the main visa holder. www.gov.uk/view-prove-immigration-status

Thank you in advance for your co-operation.

Expiry Visa - 1 month

Dear {{parent.txtlettersalutation}}

As indicated in my previous email, our records indicate that {{pupil.txtforename}}'s visa is expiring on DATE.

Please create a share code using the link below and send the share code by email so we can access {{pupil.txtforename}}'s new eVisa. If {{pupil.txtforename}} holds a dependant's visa, we will also need a share code to access the eVisa for the main visa holder. www.gov.uk/view-prove-immigration-status

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.



Expiry Passport - 3 months

Dear {{parent.txtlettersalutation}}

Our records indicate that {{pupil.txtforename}}'s passport is expiring on DATE.

Once you have {{pupil.txtforename}}'s new passport, please arrange for the original document to be brought to main reception.

Thank you in advance for your co-operation.

Expiry Passport - 1 month

Dear {{parent.txtlettersalutation}}

As indicated in my previous email, our records indicate that {{pupil.txtforename}}'s passport is expiring on DATE.

Once you have the new passport please arrange for the original document to be brought to main reception.

Thank you in advance for your co-operation.

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 guardian 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 should 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-to-come-to-the-uk

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 3+ 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 download a copy of their eVisa 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.



*** Inspired Exchange Students** – Students from the Inspired Group coming to the Reddam House Berkshire for an exchange of 1 year or less do not need to complete entrance assessments or interview, as they are already enrolled at a school within the Inspired Group. A reference will be requested from the student's current school.

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 an unconditional offer of a place on a course with a licensed Child Student sponsor
- 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.

Permitted Living Arrangements

The immigration rules set out the following permitted living arrangements for Child Students:

- Full boarding at a residential independent school during term time, and outside of term time staying with a person who is a British Citizen or settled in the UK and either:
 - a nominated guardian (for a period of less than 28 days)
 - a private foster carer
 - a close relative (grandparent, brother, sister, step-parent, uncle (the brother or half-brother of the child's parent) or aunt (the sister or half-sister of the child's parent))
 - their parent who has permission as a Parent of a Child Student
- Weekly boarding at a residential independent school during term time, and at weekends and outside of term time staying with a person who is a British Citizen or settled in the UK and either:
 - a nominated guardian (for a period of less than 28 days)
 - a private foster carer
 - a close relative (grandparent, brother, sister, step-parent, uncle (the brother or half-brother of the child's parent) or aunt (the sister or half-sister of the child's parent))
 - their parent who has permission as a Parent of a Child Student
- Living with a private foster carer or close relative who is a British Citizen or settled in the UK
- Living with a parent or legal guardian who has permission as a Parent of a Child Student



- Aged 16 or 17 and living independently (subject to agreement by the school on a case-by-case basis)

It is acceptable for students to stay with their parents in the UK outside of term time (for example, if they are visiting the UK); return home; attend a study camp provided the parent has consented and the school has oversight of the arrangements.

These permitted arrangements also do not prevent a student attending a school trip or staying with a friend for the weekend, if they have the consent of their parents.

Nominated Guardians

All boarding students with a Child Student visa must have a nominated guardian.

Boarders at Reddam House must either have their parents residing in the UK on a full-time basis within two hours of the School or have a nominated guardian. This applies to all boarders, even if they are over 18 years old.

It is the school's policy that parents must appoint an AEGIS or BSA certified guardian to support their child whilst they study at Reddam House. Please see our Nominated Guardian Policy for further details.

For students requiring sponsorship by the School for immigration purposes, **an approved guardian arrangement must be in place before issuing a CAS** (Confirmation of Acceptance for Study) to apply for a Child Student or 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 £950 + VAT (January 2026) 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
- School report *
- Entrance assessments (Year 3+ entry) *
- Interview (Year 7+ entry) *
- Offer letter
- Acceptance Form & deposit
- Approved nominated guardian (boarding students)
- Pre-CAS questionnaire – issued by Holmes & Partners
- Letter of parental consent - issued by Holmes & Partners
- Fees in advance (2 terms for new students or 1 term for enrolled students) plus CAS fee (£55)
- Evidence of remaining fees for the first year (if applicable)
- Evidence of maintenance requirements (day students only)

*** Inspired Exchange Students** – Students from the Inspired Group coming to the Reddam House Berkshire for an exchange of 1 year or less do not need to complete entrance assessments or



interview, as they are already enrolled at a school within the Inspired Group. A reference will be requested from the student's current school.

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.

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.

Travel arrangements for students with a nominated guardian

We must collect the following information on travel arrangements for students we sponsor on the Child Student route who will have a nominated guardian in the UK (includes where the educational guardianship organisation is the named contact):

- keep records of when the child is arriving,
- record details of the person collecting the child,
- record where the child will be staying if they are not proceeding directly to school, and
- report to the relevant authority if the child does not enrol at school.

Boarding Students – Passport

It is the school's policy that all passports for international boarding students will be kept for safekeeping in the safe in the boarding house. Students can access their passport 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, you will be asked to provide the following 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?

Request for Leave

It is important that students studying at Reddam House under a Child Student visa sponsored by the school maintain full attendance and adhere to term dates when making travel arrangements.

Attendance Requirements

The UK government requires students on a Child Student visa to maintain a high level of attendance. Regular and punctual attendance is essential, and any prolonged or unauthorised absences could impact their visa status.

Travel and Term Dates

To ensure compliance, we kindly ask you to book flights that align strictly with the published term dates. Students should be present on the first and last day of each term and half term. Arriving late or leaving early can result in unauthorised absences, which we are required to report to the UK Visas and Immigration (UKVI). Unauthorised absence of more than 10 continuous days must be reported to UKVI.

Before booking any travel, please refer to our school calendar which you can find via the link or contact the school if you need clarification: www.reddamhouse.org.uk/school-life/school-calendar.

Student leave requests are booked through the iSAMs Parent Portal. If you click on Forms at the top of the page there will be an option for Leave Request. Please select:

- your child
- the time and date for the request
- leave request type
- the notes section for any additional information
- submit

You will receive an email notification that the leave request has been sent and another notification when it has been approved. Requests for leave need approval from Head of School and should be made at least 7 days in advance. Students are required to sign out and in at reception if leaving during the school day.



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.

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 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 require a copy of your new eVisa for our records.

New Sponsor

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

