



SPRATTON HALL

**Overseas Pupils Policy
and Procedures**

September 2022

OVERSEAS PUPILS POLICY and PROCEDURES

Title: Overseas Pupils Policy & Procedures	Responsible: SJC
Date implemented: July 2017	Last review: September 2022
	Next Review: September 2023

Introduction

At Spratton Hall, we welcome overseas pupils into the school way of life. We want to ensure that both the pupil and all members of the School are able to communicate with each other, so that the pupil predominantly feels safe while away from home.

There are a number of checks that we will make to ensure that these pupils are allowed entry into the country and have permission to study in the UK.

To study at Spratton Hall, all overseas students from outside the EU must have a Tier 4 visa issued by the UKVI. Admission process for Non EU pupils:

1. Parents make initial enquiry; Registration Form and prospectus information sent to parents.
2. Parents apply to school for a place using the Registration Form with additional section for International Students and pay the £75 non-refundable registration fee. In line with the UKVI requirements for UK Child Student Visas under Tier 4 of the points based system, parents are required to include evidence of their financial ability to pay the school's fees and living expenses.
3. If a student meets our entry requirements then an assessment will be arranged which will consist of an oral interview and written assessments in English and Maths; a reference from the current school will also be required.
4. If a conditional offer is made parents will receive an Acceptance Form/Parent Contract and a request for a deposit of £250 (this is non-refundable, unless the UKVI do not issue a Visa, but will be deducted from the first year's fees).
5. Following receipt of a completed Acceptance Form and Fee Deposit, Spratton Hall acts as the sponsor for the applicant. A Confirmation of Application for Studies (CAS) will be issued to the parents enabling an application to the UKVI to be made for entry, by the student, to the UK.
6. Parents apply for a visa by providing the appropriate embassy with CAS, confirming the offer of a place at Spratton Hall, and demonstrating that sufficient funds are available for a whole academic year's school fees and living costs.

In addition, at interview stage, we will ask to see a number of documents and go through the following process before pupils can start at the School:

- a) Copy of each overseas pupil's current passport pages showing all personal identity details including biometric details, leave stamps, or immigration status document including their period of leave to remain (permission to stay) in the UK. This must show the overseas pupil's entitlement to study with a licensed sponsor in the UK. In the absence of an entry stamp, other evidence such as the travel ticket to the UK or boarding card should be kept.
- b) Copy of the overseas pupil's biometric residence permit (BRP).
- c) Record of the overseas pupil's absence/attendance; this is kept electronically. Registration is taken twice daily.
- d) A history of the overseas pupil's contact details to include UK residential address, telephone number and mobile telephone number. This will be updated regularly and frequent reminders are sent to parents to keep us fully informed of any changes.
- e) For overseas pupils in the Tier 4 (Child) Student category who are going to be cared for in the UK in a private foster care arrangement during their stay, as soon as we become aware of the overseas pupil's arrival, we will obtain details of the name of the foster carer and of the address where the foster carer and the overseas pupil will be living, and give to the local authority in whose area the child will be living. In addition, where a Tier 4 (Child) Student is already in the UK and a private foster care arrangement subsequently commences, we will provide details of the name of the foster carer and the address where the foster carer and the student will be living, to the local authority in whose area the child will be living as soon as we become aware of the change in their care arrangements. This is to ensure that the local authority is made aware of the arrangement as soon as possible. A record of the notification to the local authority will be held on record.
- f) We will retain copies or originals where possible of any evidence assessed by us as part of the process of making an offer to the overseas pupil; this could be copies of references, or examination certificates.

The following members of staff will be responsible for recording details as described below:

The Registrar

- Responsible for making copies of all the documents outlined above and for getting all contact details from parents and guardians.
- Ensuring that the 'Single Central Pupil Register' is kept updated and all relevant checks are made. (This is a very similar document to the 'Single Central Staff Register' held by the Bursar.)
- Ensuring that at least six weeks before a VISA or passport expires parents or guardians are contacted and informed.

Deputy Headmaster

- Responsible for liaising with parents and guardians over all transport matters, including connections from airports to and from School.

- Arranging pick-ups or taxi rides from and to airports or train stations.

Form Tutor and Head of Pastoral Care

- Responsible for the child's social, pastoral and academic welfare at the School.

Airport Transfers

We will ensure that, under any circumstances, an underage child is not allowed to travel internationally alone from their home country either to their Guardian or directly to Spratton Hall. He/she must be accompanied by a parent or guardian. Each airline has its own policies on how old a child must be before travelling alone (usually between 12-16 years old), so this must be checked before booking a flight. All transport arrangements should be made with the Deputy Headmaster being fully informed so he can assist with arrangements.

Arrivals & Departures

While they are in our care, Spratton Hall must know where all international pupils are located at all times. Therefore, it is imperative that parents and guardians inform us of arrivals and departures as soon as the details are confirmed. Also, international pupils are required to be at school by the time term starts until term is finished. We understand that sometimes emergencies and travel mishaps occur, but it is not acceptable to plan to leave school early and/or return late. If there are exceptional circumstances (for example, a death in the family), permission must be asked by the parent or guardian of the pupil and be granted by the Head Master. It is very important that international pupils arrive and depart on the correct date. Missing lessons, especially at the beginning and end of term, causes many problems and is not allowed.

Guardians

Guardians for overseas pupils are a key part of the pupils' experience in British education. Every overseas pupil must have a guardian living in the UK with whom the pupil will reside. Being a guardian is big responsibility and it is not a role to be taken lightly. Guardians perform the role of the parent and must act in the best interests of the pupil at all times. In addition to abiding by all of the laws in the UK, guardians of Spratton Hall pupils must:

- 1) Be within 3/4 hour's drive of the school
- 2) Be at least 25 years of age;
- 3) Be finished with full-time education
- 4) Be fluent in English and, ideally, the pupil's native language
- 5) Be a guardian for no more than three pupils
- 6) Be available to contact at any time
- 7) Be available to take pupils to appointments outside school, if necessary; Spratton Hall expects a guardian to come to parents' evenings to represent the pupil's parents and be in communication with teachers, as well as the pupil's family. The

guardian must provide an unshared bed, three meals a day (unless it is a school day, then two meals a day), adequate supervision, and transport to and from school.