

BRYANSTON

TIER 4 VISA POLICY

Bryanston School's Sponsor Licence Number: HR52QEFT3

Bryanston School holds a Tier 4 Licence issued by the United Kingdom Visas and Immigration (UKVI) that allows us to sponsor overseas pupils to apply for a visa to enter the UK to study with us.

Our Sponsor Licence is important to the School and significant trust is placed on the School by UKVI. In order for us to maintain and keep our Licence, we have to make sure that we meet the UKVI's rules and regulations and meet our sponsorship duties surrounding all aspects of Tier 4.

The School generally will issue a Tier 4 Confirmation of Acceptance for Study (CAS), however we will make all reasonable efforts to assist pupils and parents to comply with the UK Governments requirements on visa entry for pupils who wish to come to the UK to study at Bryanston. Please note that responsibility for making a visa application to allow your child to attend Bryanston School rests with the parents. The School is unable to assist with resolving visa related issues other than those under Tier 4 either for a current pupil or for a pupil who is proposed to be admitted.

The School strongly advises parents to be aware of the regular changes to the visa application process and ensure that they are fully up to date with these changes. Full up-to-date information from the UKVI/Home Office can be found at <https://www.gov.uk/apply-uk-visa>.

Responsibilities of Parents

Guardians

Bryanston School welcomes pupils from all over the world and values their contribution to life of the School. To ensure the best possible care for these pupils, it is essential that all parents who are not permanently resident in the UK must appoint a guardian in the UK to act with their full authority in the event of an emergency. Those who undertake this role are providing a generous commitment to the education and well-being of their ward.

Guardians should be provided by the pupils own family. The Guardian may be employed through a professional Guardian organisation or may be a nominated friend of the family or another family member or contact.

The Guardian:

- Should not be a full-time student;
- Must be over the age of 25 years;
- Must live in the UK and should not be required to travel regularly overseas;
- Should be able to correspond with the School in English;
- Should agree and pass the necessary safeguarding checks as required;
- Should be open to annual inspection as required by the Agency or organisation responsible;
- Should not be running a guest house or offering any other paid accommodation service.

If a family has difficulty in finding a Guardian, the School advises looking on the AEGIS website (www.aegisuk.net). Please note that the School is unable to arrange or recommend Guardians. It is the responsibility of the parent to choose and pay for a Guardian who can fulfil the role to the satisfaction of both the School and the parents. It is the responsibility of the parent to inform the School immediately if the Guardianship arrangements change. If a Guardian is to have more than emergency responsibility,



parents must complete a data consent form to authorise the School to liaise with the Guardian in relation to all matters regarding the pupil.

Care Arrangements for Pupils during Exeat Weekends/Holiday Periods

It is the Schools responsibility to ensure that suitable care arrangements are in place for all Tier 4 pupils during exeat and holiday periods where the pupil remains in the UK.

Parents/Guardians are required to inform the School of the details of these arrangements including:

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

The School will undertake 'spot checks' to ensure that the details recorded above are correct and to verify the pupil is in their care during these periods.

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.

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 pupils 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 UKVI 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.

Passports

A valid passport is required in order for a pupil to obtain their Tier 4 visa. If the passport should expire during the duration of the visa, this does not concern the UKVI. However, 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 are responsible for ensuring that their child'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 and provide them with a colour photocopy.

Other responsibilities include:

- Keeping contact details up to date with the School and the UKVI;
- You should inform the school and the UKVI of any changes to your personal details that may affect your visa and/or immigration status. These changes may include your name, nationality, gender etc.
- Bryanston School is required to report any significant changes in a Tier 4 pupils course to the UKVI. If any of the following are applicable to your child during their study at the School, it is important that parents/guardians let the School know straight away:
 - change of course;
 - the length of study becomes shorter;
 - change in study location.



Attendance and Engagement

To comply with the UKVI regulations, the School must keep a record of Tier 4 pupils attendance records and report any issues of consistent non-attendance to the UKVI. Pupils must ensure that their attendance levels and engagement are satisfactory or risk their Tier 4 visa being cancelled.

Parents of Tier 4 pupils are requested to adhere to term dates when booking international flights as pupils non-attendance is recorded if they arrive late at the beginning of term or leave early at the end of term.

Working

The regulations surrounding what work a pupil can do on a Tier 4 visa are very strict, this is primarily because the purpose of Tier 4 sponsorship is to come to the UK to study. Penalties for breaching these rules, even accidentally, are severe. Any queries regarding working must be directed to Admissions.

Student Arrivals Top Tips

As parents prepare for their child(ren) to study in the UK, the UKVI has developed ten top tips to make sure you have everything you need for a smooth arrival.

[Student Arrivals – Top 10 Tips from the Border Force](#)

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