



**RADLEY**

**Student Visa and Guardianship  
Procedures**

**December 2023**

## **Student Visa - Responsibilities**

The Registrar (PEJ) and Sub-Warden (BJH) have responsibility for keeping up to date with regulations and disseminating information to others as needed.

### **Prior to Arrival in College**

The Registrar (PEJ), supported by the Director of Admissions (SLL) and the Admissions Department, takes responsibility for visa applications for prospective students.

### **Current Students**

The Sub-Warden (BJH), supported by the Database Manager (GMADS), shares responsibility for current students.

# Prior to Arrival in College

## Student Visa Licence

The Registrar (PEJ) is responsible for the Student Visa Licence including:

Understanding the parameters to keep the licence

Making sure the licence is up to date (correct names and titles etc)

## Checklist before issuing a CAS (Confirmation for Acceptance for Studies):

- o A valid passport
- o Link between student and parents established (parent passport and student birth certificate)
- o Evidence of sufficient finances, if applicable (see [Booklet for Radley International Students](#) for further guidance on exemptions):
  1. One year's fees need to be in a parent's account for 28 consecutive days and the statement/letter/doc cannot be older than 31 days at the point of visa application
  2. If exempt from (1) then we request one term's fees in advance which is held as a deposit against the final term's fees when the boy leaves
- o Evidence of sponsorship if you are paying/waiving the student fees (the offer letter)
- o If paid in full a note on why we felt the money was genuine (a letter from employer, accountant or lawyer etc.). [See Anti Money Laundering Policy](#)
- o Evidence that we tested the student (record of interview notes)
- o Notes on how you know the boy (met at open day / came for private visit / googled dad / friend of current student) etc. to show you take trafficking seriously

**In addition, Radley is required by UKVI to keep a copy of the following documents (it is a condition of study that copies are provided BEFORE the start of term):**

- o A letter formally consenting to the arrangements for study at Radley, travel, reception and care arrangements in the UK (template from lawyers)
- o Visa decision letter
- o First arrival travel form
- o Signed Educational Guardian agreement – see [Education Guardianship Policy and Agreement](#)

### **After CAS is issued the following should also be kept on file**

- A BRP Transfer Form will be completed for every CAS received, logging each transfer of the document (the Lodge will take initial receipt and secure them in their safe until Admissions collect them. Once received, the BRPs will be stored securely in the safe in the Admissions Office).
- CAS number.
- CAS issue and expiry date.
- Copy of Passport, including vignette if applicable.
- Copy of BRP (Biometric Residents Permit) or digital status. Where the student has digital status, there must be an electronic copy of the status:
  - Both front and back copies of BRPs should be kept on file
  - Must check 'Permission to work' statement on BRP - if a boy is 16 before the end of the course it should state 'Work 10 hrs max from 16 only'
- Evidence of when passport and visa were checked. This could be a signed and dated photocopy. Or if parents sent a copy during the application process it should be printed and signed / dated to confirm you have seen the original. NB Boys with dual nationality must use the passport which corresponds to their visa.
- Copy of tuberculosis certificate if required
- Note of a statement to parents that all Student Visa boys must board (included in the letter of consent)
- Boys are required to show their passport and vignette (if applicable) on the first day of term. BRP will also be handed over at this point and BRP transfer form signed by pupil.

Note that any document requiring translation into English, must be a certified copy.

### **Storage of Documents**

- On arrival to Radley, the Lodge will secure any BRPs in their safe. They will inform Admissions and PEJ will collect and store them in the safe in the Admissions Office. PEJ and SLL have access and have been approved by the Home Office to handle BRPs. The Lodge will create a BRP Transfer Form for each boy and this should be signed by all relevant parties, each time the BRP is handled.
- All documents should be stored electronically on ISAMS in the Documents Folder.

### **Risk Management**

- Two weeks before the start of the Michaelmas term, PEJ should produce a document for JSM, BJH and RDS outlining any areas of risk (for example, visa delays, parents slow to produce signed Guardianship agreements etc)

### **Between the Fifth Form and A Level**

When pupils complete one course (GCSE) and move on to A Level, they need a new CAS.

Although the general principle is that the Admissions Department only deals with new pupils, they will be responsible for this process.

### **Police Registration**

This is no longer required by UKVI.

### **Notes**

- A student can commence study if their visa has not been granted as long as the student made their application in the UK and they can produce evidence that their application has been submitted.
- Students cannot study at Radley on another school's visa, even if it's valid.
- All visas come with a little extra time at the end. If a student leaves Radley early, UKVI should be informed immediately. If the student has completed the course of study, they are allowed to stay for the extra time and UKVI do not need to be informed.
- If a student changes their visa status during their course of study (eg. Moves from CSV to Dependent) UKVI must be informed within 10 days of the notification.

## **Current Students – Passports / Visas**

### **How do we ensure that Passports and Visas for Student Visa boys remain current?**

It is the parent's responsibility to ensure that we have up to date passport and visa information for their son. GMADS asks parents to check these details as part of the annual contact details check which takes place at the start of the Michaelmas term. Parents are asked to let the school know (through GMADS) if students are travelling on a different passport or visa.

Passport and Visa / BRP (Biometric Residence Permit) expiry dates are stored on ISAMS GMADS / BJH (in that order) check this monthly and send reminders to any parents if either the Passport or Visa is within nine months of expiry. We ask that they be updated before they reach six months from expiry. If any parents do not respond to reminders from GMADS then Tutors are informed and chased up directly.

### **Storage of Passports / Visas / BRPs**

Every student has a safe in which he should securely store his passport. He may ask a Tutor or PHM to store it for him should he wish; in this case there must be a written request for this arrangement from his parents.

BRPs are kept by pupils with their passport. They must sign the BRP Transfer Form to acknowledge they have taken possession of their BRP. These forms along with photographs of front and back of BRP are stored on ISAMS. Pupils must inform their Tutor of a lost BRP immediately upon becoming aware of this. The Tutor will in turn inform the Director of Admissions. The Admissions Team will inform UKVI.

### **How do we have access to passport / visa information in case of inspection**

At the start of each term GMADS will ask Tutors for a scan or photo of the passport and visa for all Child Student Visa boys.

Both sides of the BRP are photographed and stored on ISAMS.

GMADS will check that the passport and visa are within date and that the sticker in the passport has a validating entry stamp. Reasonable efforts will be made to check whether a passport is genuine (e.g. the same passport number should appear twice).

### **What do we do if a pupil changes visa, passport, withdraws from the school etc or if a visa has an error**

BJH/SLL to be notified as soon as the school have been informed (usually by GMADS or PEJ). They will check regulations and report the matter to UKVI within the stipulated timeframe. The Director of Admissions has overall responsibility for informing UKVI when a current pupil on a Child Student Visa leaves or withdraws early.

## Current Students – Privis / Exeats / Holidays

When a pupil is arriving at Radley for the first time, they should not travel alone. Parents or guardians are expected to make the journey with them.

Whenever a Child Student Visa boy is away from College for a Privis, Exeats or Holidays, specific details need to be recorded.

Before Holidays and Exeats SC circulates the Travel and Residency Form to parents.

This feeds into SC's central spreadsheet, kept on Teams / Visa and Immigration / Exeats and Holidays / Files.

It is the responsibility of Tutors to check that all parents of Student Visa boys have completed this process prior to each Holiday or Exeat. SC alerts Tutors to any omissions ahead of the holiday in question. This includes all holidays including the summer break. Tutors initial 'Safeguarding sign off' on the form to confirm all arrangements are in order. BJH signs-off whole form once 11 Socials are complete.

Tutors all have access to a centralised list of Privis (Privilege Weekends (Saturday afternoon until Sunday evening) taken by choice during a term), shared with Senior Management Team. Child Student Visa boys are highlighted on this list as a reminder that particular information is needed for these boys. As with other boys, parents / guardians contact Tutors direct to seek permission for a privi; Tutors gather the required information and copy and paste this consent as a 'New Comment' on the privi spreadsheet.

*Tutors should not permit boys to leave the College on a Privi, Exeat or Holiday unless this information has been gathered.*

We have an obligation to check that boys are going where they say they are going. BJH completes random checks by telephone to guardian / parent / host family ahead of a holiday.

Should the pupil be visiting a family or friend who is not known to the Tutor (i.e. not guardian, host family, or school friend's family), then the Tutor will call the hosts ahead of the weekend to establish credibility; this is in addition to having the specific request of the parent / guardian.

It is school policy that boys do not stay in a hotel on their own. In some circumstances, with appropriate parental permission and where a pupil is over 16, this is permissible, but it is not encouraged.

After holidays or time away, Tutors should talk with pupils with guardians to check that they are / remain happy with the arrangements in place for them. Tutors / PHMs ask every overseas boys for a brief report on the arrangements upon return from a short holiday (Exeat, Leave Away – when they are unlikely to have returned home) which is typed into a shared Excel spreadsheet. Any concerns are highlighted and passed to BJH who will investigate along with the Tutor concerned.

## Current Students – Trips

If any boys who are sponsored on a Child Student Visa commit to travelling overseas on a school trip, it is their **parents' responsibility** to ensure they have applied for and obtained the correct visa for entry to that country. This must be completed in advance of the trip's departure and copies of all relevant visas forwarded to the Master in Charge of the educational trip.

The school accepts no responsibility for CSV boys who are refused entry a country for not having obtained the correct visa and paperwork in advance.



## Current Students – Registration / Absences

The Education (Pupil Registration) (England) Regulations 2006 requires that Attendance Registers are maintained but this does not apply to Boarding Schools without day pupils (see the ISI Commentary on the Regulatory Requirements 371).

Pupils are registered throughout the day, specifically in the morning and evenings in Socials. Tutors complete the ISAMS registration record. If a boy is unaccounted for, the Sub Warden is informed. All lessons, sports sessions and activities (including Chapel) are further points of registration; any absentee not recorded on College Absences List is raised with the pupil's Tutor, Sub Tutor and PHM. BJH checks ISAMS is kept up to date.

If a pupil has to engage in Remote Learning, they will continue to have access to all resources and be set all relevant work, which will be marked and recorded as normal. This will include test materials/Mock examinations to ensure pupil is continuing to progress appropriately.

BJH is responsible for checking that pupils do not fall below 80% attendance or miss ten consecutive days (they are alerted to absence figures weekly), and implementing an improvement plan as necessary. This is done in conjunction with the pupil's Tutor and Form Master.

Should a pupil be required to be admitted to the Medical Centre, the Tutor/PHM/Sub Tutor should either accompany the pupil to the Medical Centre or contact them to alert them to the pupil's arrival. If a member of staff is sending a pupil to the Medical Centre from a lesson or activity, they should alert the Medical Centre to their arrival. If they do not arrive within the appropriate time period, the Medical Centre will alert the Tutor/PHM/Sub Tutor. The Medical Centre enters a Notification Record via ISAMS that details any treatment given, which is copied to Tutor/PHM/Sub Tutor. The Medical Centre adds a pupil who is staying in their building beyond a normal appointment time to the Absences List.

Student Visa pupil absence is recorded on the ISAMS as for other pupils. Remote Learning can be shown on this entry if applicable, and a pupil's dons should be contacted to alert them to this should they be expected to include a pupil remotely.

## Current Students – Education Guardians

Please read in conjunction with the [Education Guardianship Policy and Agreement](#). And section 8k of the [Parent Contract](#).

### Which boys require a Guardian

We require that all boys who do not have a parent who resides in the UK have a guardian. It is the responsibility of the Admissions Department to make sure this happens. Signed Education Guardian Agreements should be received by 1<sup>st</sup> August.

### Initial Contact with Tutors

Tutors make contact with all Educational Guardians before the boy starts at Radley, or as soon as reasonably possible. The Tutor will make notes from this meeting which will be kept on file and a record kept on ISAMS.

*No boy should be allowed to arrive at the College unless this has happened.*

### Changes of Address / Contact Details

Any member of staff made aware of any changes of address and telephone numbers for parents will let GMADS know so ISAMS can be updated.

### Guardians of Funded Places Boys

Whereas the responsibility for appointing an Education Guardian rests solely with parents, for a small number of Funded Places Boys (for example, but not exclusively, the Eastern European and Greater China Scholars) Radley College pays the Guardian's Fees. In these instances we take the cautious view that we should observe the following [National Minimum Standards for Boarding Schools](#) regulations\*:

- NMS 14.6 (recruitment checks)

The Admissions Department pass on the names of the guardians to HR who complete the recruitment checks for any adults (over 16) living at that address.

\*This only applies when Radley College is paying the guardianship fees (ie not if the guardian is a relative).

**BJH has responsibility for checking that all of the processes for current students are working effectively.**

## Compliance Review

All of the above procedures are checked as part of our annual compliance review organised by RDS.

## Inspection Plan

When Inspection is announced (or inspectors arrive if a spot check) then JSM / BJH / SLL / RDS / GMADS / SC all to be informed.

We will need to provide a meeting room without any information left in it – just a PC.

They may give a list of students in advance, in which case we should gather and print the relevant files including:

- CAS
- Records of absence
- Travel records

And paper copies of

- [Admissions Policy](#)
- [Education Guardianship Policy and Agreement](#)
- [Safeguarding Policy](#)
- [Anti-Money Laundering Policy](#)
- [Latest Compliance Inspection Report](#)

## Arrangements for all Overseas Pupils

The rest of the document focuses particularly on Student Visa pupils however there are certain aspects of these matters which we feel should apply to **all** students who live overseas, whether or not they are on a visa.

These include:

- Ensuring that parents provide full details about travel arrangements (Privi, Exeat, appointment, etc.). Whether boys will be traveling with their parent or guardian. The Tutor will give the pupil a chit if he is using public transport and should also know if another adult is picking him up (friend, relative, or taxi driver, for example). If a taxi company is being used, parents should notify their son's Tutor of the name of the firm and the contact number, as is the case for all pupils.
- Ensuring that **all** students traveling to the UK without their parent or legal guardian carry a signed letter from their parent or legal guardian consenting to their travel to, accommodation and reception in the UK. UK border control has been requesting specific signed consent letters for students under 18, requiring flight details (date, flight number and arrival time), parents' name and contact details, and name of the responsible adult meeting the child together with their position and contact details.
- Monitoring of attendance and raising any that fall below acceptable levels in Tutors' meetings. Keeping a close watch on the new attendance legislation which is currently being developed.