



SURBITON

HIGH SCHOOL

Right to Study

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1 Surbiton High School Ethos and Aims

Surbiton High School aims to **inspire, encourage and empower** all its students to discover and embrace their individual talents, within United Learning's core mission to bring out "the best in everyone". We combine an intellectually rigorous academic environment with outstanding pastoral care and outstanding co-curricular opportunities; through this provision, we encourage our students to live out our **School values**, and become compassionate, respectful, courageous, and inquisitive members of the community.

Our Values

We are compassionate:

We are kind and we care, in both thought and action. We consider those less fortunate and strive to support and offer aid. We are mindful of the gentle power of positive actions. We support and encourage those around us, living out the School's motto: *Amor nos semper ducat* (May love always lead us).

We are respectful:

We respect all people equally. We respect ourselves, our learning, our community, our environment, and the planet we all share. We strive to act with respect and integrity in all things. When we disagree, we do so respectfully.

We are courageous:

When challenged by our fears we are determined, not deterred. We call on resilience for strength when in the heat of the struggle. We bravely chase our dreams and fight for what we believe. When we fall, we pick ourselves up and forge forward.

We are inquisitive:

We understand that a thoughtful question is the key to unlock understanding. We believe where answers provide ends, questions pose exciting beginnings. We are eager to explore, we question to discover, we are curious to learn more of the world at large.

We are a community:

We are united - with a common focus. We value belonging to a wider community: our school community, our local community, our global community. We are inclusive of all, no matter our differences. We value and nurture the connections we form.

United Learning and the United Church Schools' Trust

Surbiton High School is part of *United Learning* and the *United Church Schools' Trust*. The School has an Anglican foundation, valuing its Christian heritage whilst welcoming staff and children from all faiths and none. We share with United Learning its core mission statement "to bring out the best in everyone". We are committed to the aims of United Learning, including its *Framework for Excellence*, which can be found at: www.unitedlearning.org.uk



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2 Purpose

This policy is for immigration compliance purposes and sets out the basis of who may study at Surbiton High School ('The School'). The School is a Child Student and Student sponsor licence holder and therefore must demonstrate that there are systems and processes in place to monitor and keep adequate records of the immigration status of pupils.

3 Definition

The "right to study" means you are not restricted to studying at the School.

Any pupil will have a right to study at the School if:

- i. They are a British or Irish national
- ii. They are an EEA national and can evidence their status under the EU Settlement Scheme (EUSS)
- iii. They hold an electronic visa (known as an eVisa) confirming that they are entitled to enter or remain in the UK and are permitted to study under the terms of that leave
- iv. They have a stamp in their passport indicating a right to enter and study

Any pupil who cannot prove a right to study, based on the criteria above, will need to apply for Child Student Sponsorship or Student Sponsorship through the School.

4 Pre-admission checks: ALL PUPILS

- The School will request information on all prospective pupils' nationality and immigration status pre-admission; this will be held on file in line with UKVI requirements. This information is obtained through our admissions process by way of specific questions about the pupil's nationality and immigration status on our Registration and New Pupil Questionnaire forms. Please see section 4.1 and 4.2 for further information regarding how to prove a pupil's right to study.
- The School has the right under our standard Terms and Conditions to treat situations as if the parents are withdrawing their child if:
 - a. The offer of a place is accepted, and it is then subsequently identified that the pupil does not have the right to study within the UK, and therefore it is not possible for the pupil to be sponsored
 - b. The School is unable to verify the pupil's right to study.

In both these instances, fees in lieu will apply if the correct notice is not given.

4.1 Right to Study Evidence: BRITISH / IRISH PUPILS ONLY



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The School is required to obtain copies of evidence of nationality for British and Irish pupils to ensure a pupil has a legitimate right to study. A pupil's right to study as a British or Irish Citizen can be evidenced by providing:

- A copy of the pupil's British or Irish passport on the New Pupil Questionnaire. This will be held on record to evidence the pupil's right to study in the UK.
- If a pupil does not hold a British Passport but is a British Citizen, by providing a copy of their UK Birth Certificate and a copy of *one* of their parent's British Passport, that was valid at the time of the pupil's birth.
- A Certificate of Naturalisation or a Certificate of Entitlement (Right of Abode).

4.2 Right to Study Evidence: NON-BRITISH / NON-IRISH PUPILS ONLY

The School is required to obtain copies of evidence of nationality and Visa information to ensure a pupil has a legitimate right to study. In all cases, the School must hold a copy of a valid Passport, confirming the pupil's nationality stated on their Visa. In addition to this, a pupil's right to study as a non-British or non-Irish Citizen can be evidenced by providing:

- An Electronic Visa (known as an eVisa) confirming that the pupil is entitled to enter or remain in the UK and are permitted to study under the terms of that leave. The pupil or the pupil's parents/guardians must provide the School with a UKVI Share Code so that we can access and download a copy of their eVisa.
- In the limited scenarios where the Home Office does not provide an eVisa, the School may be able to evidence their visa status by way of a physical document, such as a vignette stamp.
- Where a pupil's visa has expired but an application for extension or a new visa was submitted prior to the original visa expiring, the pupil's right to study may have been extended whilst the new application is on-going. In this case, the School is required to hold evidence of this, and we will check-in with you approximately every six weeks to ascertain if an outcome has been provided by the Home Office, or if the application is still on-going.

5 Enrolment checks: CHILD STUDENT AND STUDENT VISA SPONSORED PUPILS ONLY

- Where it is identified that a pupil requires sponsorship, the School will support the pupil and parents to ensure that all necessary documentation is in place to enable an application for a child student or student sponsored application to be processed for a Confirmation of Acceptance for Studies (CAS).



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- At every stage of the process, reference must be made to the most up-to-date Child Student Sponsorship / Student Sponsorship CAS Checklist which provides guidance on the necessary documentation. This can be obtained from admissions@surbitonhigh.com.
- The school will normally only issue a CAS for one Key Stage e.g., Key Stage 3 (Years 7 to 9). The only exception is Early Years Foundation Stage which is incorporated within Key Stage 1 (Reception, Year 1 and Year 2). This is with the expectation that a further CAS will be issued to allow pupils to continue with their studies at the School for the next Key Stage. Please see Appendix A for a full list of Key Stages.
- We are obliged to carry out certain mandatory checks and retain records in relation to each overseas pupil whose visa application we have sponsored. This will incur an administration fee of £350 payable by BACS prior to the submission of the CAS. The Bank details for the payment are as follows: Bank Account Name: United Church Schools Trust; Bank Account Number: 5074 8285; Bank Sort Code: 20-46-50; Reference: SURNAMEVISA.
- In order to comply with the terms of our sponsor licence, the School will keep a copy of the following documents for each sponsored pupil:
 - Pupil's current passport pages showing all personal identity details.
 - Pupil's eVisa.
 - Evidence of the date that the pupil entered the UK under their student visa e.g., passport vignette or stamp.
 - Any documentation obtained prior to making an offer to the pupil or before assigning a CAS to the pupil such as financial statements, medical documents and other relevant documents.
 - Ongoing absence and attendance records once the pupil has started studying at the School.
 - History of the pupil's contact details including UK residential address, mobile and home telephone numbers.
 - The names and contact information of the relevant adults the pupil is living with in the UK, including information about their relationship to the pupil. This may include copies of the adults' passport and other immigration status documents.
 - If the pupil is under the age of 18, a copy of the letter from the pupil's parents or legal guardians consenting to the arrangements for the pupil's application, travel, arrival and care arrangements in the UK.



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- Information pertaining to the pupil's whereabouts during school holidays, such as flight details, destination etc.
 - Any other evidence the School is required to retain to remain compliant with UKVI requirements.
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- The School will not be held responsible for incomplete or inaccurate information being provided by pupils or parents as part of the application, or for any decision made by the UKVI in relation to sponsorship.
 - For the avoidance of doubt, the School is unable to sponsor pupils living in private foster care arrangements but can sponsor pupils who are living with close relatives. The UKVI class a close relative as a person aged 18 or over, who is the pupil's grandparent, brother, sister, step-parent, uncle or aunt and who is a British Citizen or has Settled Status in the UK.

6 Periodic checks on existing pupils

The overriding principle is that schools are required to take steps to prevent a situation arising where they teach pupils who do not have valid leave to be in the UK. We do this by carrying out the checks listed above.

The School reserves the right to request sight of original documentation, such as that listed above, at any point, for ongoing monitoring purposes.

UKVI expects schools to know the immigration status of all pupils. We meet this requirement by maintaining a record of nationality of each pupil which also contains details of the immigration status of all pupils who are not British or Irish citizens.

If a pupil's right to study in the UK is time limited and does not cover the full period of enrolment, the School is required to obtain evidence of a new application (submitted prior to the expiry of the original visa) before their visa expires, and once approved, evidence of their new visa. Please see section 4.2 for further information on how to prove right to study.

If the School is not provided with the required information/evidence by the deadline specified in the relevant communication, the pupil may be excluded until the School is satisfied that it has the required evidence.

If a pupil makes an application for a change of visa before their visa expires, or they become a British or Irish Citizen, the School must be informed immediately, and relevant evidence must be provided to the School (see section 4.1 and 4.2).

In addition, the School ensures that its information and records are current, and that parents and pupils understand the importance of such by means of the following:



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| Action | When / how often |
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| Periodically reviewing pupil files of currently enrolled pupils to ensure that we hold information about their current immigration status | As required |
| Requesting proof of immigration status if this information is found to be missing following review | As required |
| Parents are advised that they must inform the School if their child does not have the right to live and study in the UK or if their immigration status changes | When completing the School's Registration Form and in signing the School's Acceptance Form – or at any point that their immigration status changes |
| Ensuring that parents and pupils are aware that the School may share information with UKVI | Within this policy and in relevant correspondence with parents |
| Ensuring that the School may terminate the education of a pupil who has no legal right to be in the UK | In the School's Terms and Conditions |
| Keeping in contact with parents of sponsored pupils | The Admissions Team will keep in contact regularly with the parents of sponsored pupils |
| Checking for absence | Reception teams to alert specific members of staff of pupil absence, and weekly attendance checks to take place |
| Further to the points outlined above, the School recognises the duty of care we hold for students (age 16+) who live independently and will also make the following points of contact: | |
| Monthly check-ins | The Form Tutor and/or Admissions Team will check in with the student on a monthly basis, and record an update on CPOMS |
| Keeping in contact during study leave | The Form Tutor and/or Admissions Team will make weekly contact with the student during study leave. A record of this will be kept on the School's Management Information System. Should any concerns arise, the frequency of appointments will be increased and a 1:1 appointment made, and concerns escalated in line with our safeguarding and pastoral procedures. |



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Emergency contact details

A school mobile phone number is provided to students and parents to ensure they can access support outside of school hours in an emergency.

7 Pupils identified without the right to be in the UK

Where the School suspects that a pupil does not have a valid right to study, their visa has been withdrawn/cancelled, their application for a new visa has been rejected, or they have not applied for a new visa/extension within the correct timeframe, we will take the action described as follows.

- Contact the pupil's parent(s) or legal guardian to investigate the position.
- If it transpires that the pupil does not have valid right to study, we will notify UKVI of the situation and seek legal advice. The pupil will also be excluded with immediate effect, until all outstanding issues have been resolved.
- If it is not possible to resolve the issue with the pupil's immigration status within a reasonable time frame, we may exercise our rights under the Terms and Conditions to terminate the education of the pupil with immediate effect. We will take such decisions in collaboration with UKVI, in order not to prejudice the School's sponsor licence or the rights of other sponsored pupils. Fees in lieu of notice may apply.

The School also reserves the right to terminate the education of the pupil with immediate effect if you do not provide satisfactory evidence of the pupil's right to study when requested by the School; even if they do have the right to study. The School will ensure that you have a fair opportunity to provide the requested evidence and may use exclusion as a first step before termination.

8 Retention of Documentation

- We have a right to request and retain immigration status documents and to share such information with the UKVI. This processing is necessary for compliance with a legal obligation to which the School is subject.
- For those pupils who are not subsequently offered a place at Surbiton High School, the evidence will be kept for one year and then securely destroyed. For pupils joining the School, the evidence will be held securely as part of the pupil record and will be retained until the pupil turns 25. This evidence will only be used for UKVI purposes and will not be used for any other purpose.
- The School reserves the right to request further information about the immigration status of a pupil or parents of a prospective or current pupil, as necessary, and to share that information with UKVI.



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9 Document Information

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