



SURBITON

HIGH SCHOOL

Right to Study

Contents

1	Surbiton High School Ethos and Aims.....	2
2	Introduction.....	Error! Bookmark not defined.
3	Pre-admission checks: ALL PUPILS	4
4	Enrolment checks: BRITISH / IRISH PUPILS ONLY.....	4
5	Enrolment checks: NON-BRITISH / NON-IRISH PUPILS ONLY	4
6	Enrolment checks: CHILD STUDENT AND STUDENT VISA SPONSORED PUPILS ONLY	5
7	Periodic checks on existing pupils.....	6
8	Timing of checks.....	Error! Bookmark not defined.
9	Checking documents	Error! Bookmark not defined.
10	Pupils identified without the right to be in the UK.....	7
11	Document Information	9



SURBITON

HIGH SCHOOL

1 Surbiton High School Ethos and Aims

Surbiton High School aims to **inspire, encourage and empower** our young people to discover and embrace their individuality in an intellectually rigorous academic environment. Balanced with outstanding pastoral care, our students become compassionate, respectful, courageous, and inquisitive members of the community, living out the School's motto: *Amor nos semper ducat* (May love always lead us).

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.

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.

We achieve these aims through our *Charter for Happiness and Well-being*. Our pupils:

- **are inspired to deploy their highest strengths to tackle all situations**, developing a growth mindset and a can-do attitude, equipped with the tools to maximise their positive emotions
- **are encouraged to find their niche**, to be fully engaged in educational activities and to meet the highest challenges that come their way
- **are coached and encouraged to develop strong relationships**, to be empathetic and responsive to the needs of themselves and others
- **are empowered to lead a meaningful life**, to be able to understand what their goals are and to know what they are striving for
- **are empowered to draw strength from celebrating their accomplishments**, in order to tackle new challenges



SURBITON

HIGH SCHOOL

We achieve these aims through our inculcation of *Learning Habits*. Our children:

- **are inspired in their thinking**, to ask questions, to make connections, to imagine possibilities, to reason methodically and to capitalise on their resources
- **are encouraged to be emotionally invested in their learning**, persevering in the face of difficulties, noticing subtle differences and patterns, managing their distractions, and becoming absorbed in their learning
- **are empowered to be fully involved in their learning**, growing in interdependence, collaborating effectively, listening empathetically to others, and imitating their learning habits
- **are inspired, encouraged, and empowered to be productive**, planning their learning in advance, revising and reviewing their progress, distilling important information, and developing their own meta-learning.

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

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 license 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 a Biometric Residence Permit (BRP) or digital immigration status confirming that they are entitled to 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.



SURBITON

HIGH SCHOOL

4 Pre-admission checks: ALL PUPILS

- 4.1 The School will request information on all prospective pupils' nationality and immigration status pre-admission. 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.
- 4.2 Evidence of a pupil's nationality and immigration status will be requested and held on file in line with UKVI requirements. This may include copies of passports, visas and other supporting documentation.
- 4.3 Nationals from outside the UK will be asked whether they require a Student or Child Student visa in order to study in the UK. In order to assist with this process, we may require information on parental immigration status and copies of relevant documentation such as passports, visas etc.

5 Enrolment checks: BRITISH / IRISH PUPILS ONLY

- 5.1 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. This is likely to be a British or Irish passport or if a passport is not available a birth certificate may suffice.

6 Enrolment checks: NON-BRITISH / NON-IRISH PUPILS ONLY

- 6.1 In order to confirm information provided at the pre-admission stage, further information may be requested, such as a copy of the pupil's current passport and, if applicable, their Biometric Residence Permit (BRP), along with a share code to enable us to check their immigration status.
- 6.2 Where a right to study check indicates that a pupil is in the UK on a dependant visa, the School may ask for a copy of the parent's documents such as current passport, BRP and share code to prove the parents immigration status and therefore the pupil's right to study in the UK. Copies will be taken and stored.
- 6.3 If a pupil's right to study in the UK is time limited, the School will record the expiry date of their leave and make enquiries prior to the expiry date to confirm what action will be taken to ensure the pupil continues to have the right to study at the School.



SURBITON

HIGH SCHOOL

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

- 7.1 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).
- 7.2 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.
- 7.3 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.
- 7.4 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.
- 7.5 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 BRP or e-visa.
 - Evidence of the date that the pupil entered the UK under their student visa e.g., passport vignette
 - 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 record 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, contact information of the relevant adults the pupil is living with in the UK, including information about the relationship to the pupil. This may include copies of the adults' passport and other immigration status documents.



SURBITON

HIGH SCHOOL

- 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, reception and care arrangements in the UK.
- 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.

7.6 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.

7.7 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, who is a British Citizen or is settled within the UK.

8 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 expect 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.

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

Action	When / how often
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



SURBITON

HIGH SCHOOL

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

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

MIS alert is set to inform relevant team of absence of pupil so that it can be monitored

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 MIS

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 MIS. 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.

Emergency contact details

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

9 Pupils identified without the right to be in the UK



SURBITON

HIGH SCHOOL

Where the School suspects that a pupil does not have a valid right to study, we will take the action described in the following paragraphs.

- 9.1 Contact the pupil's parent(s) or legal guardian to investigate the position.
- 9.2 If it transpires that the pupil does not have valid right to study, we will notify UKVI of the situation and seek legal advice.
- 9.3 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, if necessary. 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.
- 9.4 If parents accept the offer of a place and it is subsequently identified that the pupil does not have the right to study within the UK, and it is not possible for the pupil to be sponsored, the School has the right under our standard Terms and Conditions to treat this as the parents withdrawing the pupil. Therefore, fees in lieu may apply if the correct notice is not given.

10 Retention of Documentation

- 10.1 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.
- 10.2 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.
- 10.3 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.



SURBITON

HIGH SCHOOL

11 Document Information

Version Number	2
Reason for Version Change	Annual Review
Name of owner/author	Sara Stockdale
Name of individual/department responsible	Sara Stockdale, Director of Marketing, Communications and Admissions, in conjunction with Charlotte Demetz, Assistant Principal (Compliance, Health and Safety) and Ruth Turner (HR Compliance Officer and Data Protection Coordinator)
Target Audience	Public
Date issued	25 th May 2023
Where available	Website, United Hub, MIS
Review Date	May 2024