



SURBITON

HIGH SCHOOL

Conducting Right to Study Checks

Contents

1	Surbiton High School Ethos and Aims.....	2
2	Introduction.....	3
3	Pre-admission checks: ALL PUPILS	4
4	Enrolment checks: BRITISH / IRISH PUPILS ONLY	4
5	Enrolment checks: NON-BRITISH / NON-IRISH PUPILS ONLY	5
6	Enrolment checks: CHILD STUDENT AND STUDENT VISA SPONSORED PUPILS ONLY	5
7	Periodic checks on existing pupils	6
8	Timing of checks.....	7
9	Checking documents	7
10	Pupils identified without the right to be in the UK.....	7
11	Document Information	8



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 Introduction

As of 2022, Surbiton High School is making an application to become a Child Student and Student visa sponsor enabling the School to sponsor pupils who are not British or Irish nationals and who wish to study at the School for courses of more than six months' duration.

One of the guiding principles of the sponsorship regime is that holding a sponsor licence is a privilege and not a right. In order to maintain and retain the privilege of holding a sponsor licence (and to benefit from the migration which it enables) the Home Office and UK Visas and Immigration (**UKVI**) requires sponsors to play their part in helping to control immigration by fulfilling certain duties.

UKVI's guidance to sponsors outlines the general duties with which sponsors must comply, one being that a sponsor has a duty to:

"comply with all aspects of the Immigration Rules and sponsor guidance, and support immigration control, including by taking steps to ensure that every student at their institution who is subject to immigration control has permission to study in the UK throughout the whole period of their study."

Guidance also lists examples of serious breaches of sponsorship duties which could result in compliance action being taken against a sponsor, which ultimately could include licence revocation. That list includes the following:

"Operating in a manner that poses a threat to immigration control, such as failing to take steps to ensure that students who are subject to immigration control have leave to remain in the UK."



SURBITON

HIGH SCHOOL

For these reasons it is extremely important that the School takes steps to:

- identify all prospective and current international pupils; and
- check that they have the right to be in the UK and to study throughout the period they are studying with us.

3 Pre-admission checks: ALL PUPILS

We have in place processes to identify those pupils who will be subject to immigration control, whether their Student Visas are sponsored by us or have limited leave to remain under a different immigration category.

Initial indications as to each prospective pupil's immigration status are obtained through our admissions process by way of specific questions about the pupil's nationality and immigration status through the School's application form.

The School specifically requests all prospective pupils to disclose and provide evidence (such as a copy of their passport and Biometric Residence Permit (**BRP**) in relation to:

- nationality;
- whether they require Child Student or Student visa sponsorship by us if they are not a British or Irish citizen; and
- if not, the basis on which they are entitled to study in the UK, e.g., they have been issued a visa as the dependent child of someone with limited leave to remain in another immigration category.

The School reserves the right to request further information about a prospective pupil's immigration status and to share that information with UKVI. We will request further information if we are uncertain about a prospective pupil's immigration status or if information submitted by the pupil or parent indicates that they might be subject to immigration control (for example, if overseas correspondence addresses are provided).

Where an overseas pupil has entered, or is to enter, the UK under an immigration category that does not require the School's sponsorship (for example, as a Tier 2 dependant), in addition to the prospective pupil's documents, we also ask that parents provide a copy of their passport and BRP or a "share code" so that we can access the child's digital immigration status. The School reserves the right to request further information about the immigration status of the parent(s) of a prospective pupil and to share that information with UKVI. We will request further information if we are uncertain about the immigration status of the parent(s) of a prospective pupil.

4 Enrolment checks: BRITISH / IRISH PUPILS ONLY

Although there is no requirement for schools to inspect or take copies of evidence of nationality for British and Irish pupils, we reserve the right to do so if there are obvious discrepancies disclosed as part of the



SURBITON

HIGH SCHOOL

admissions or enrolment process. This will be the case where a home address outside the UK or Ireland is provided.

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

In addition to pre-admission checks described above, the School carries out additional checks on enrolment of pupils who are not British or Irish citizens and whom the School is not sponsoring under the Child Student or Student immigration category.

We inspect the pupil's original current passport and BRP (or their digital immigration status accessed via <https://www.gov.uk/check-immigration-status> using a share code provided to us by the parent/guardian) to confirm the information provided by the parent/guardian on behalf of the child at the pre-admission stage.

Copies are taken of the pupil's original documents showing all personal identity details and their immigration permission entitling them to study at the School.

In the absence of an immigration stamp in the pupil's passport relating to their entry to the UK, we require pupils to provide their travel ticket to the UK or boarding card. Staff use a right to study checklist and BRP checking guide to carry out these checks. A copy of the completed checklist is then appended to the pupil's file.

If a pupil has not been granted leave which covers the entire duration of the time they will be at the School, we make a record of the date of expiry of the pupil's leave in the Admissions database that key members of the Admissions Team will have access to. We will contact you before leave expires to confirm details.

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

We are obliged to carry out certain mandatory checks and retain records in relation to each overseas pupil whose visa application we have sponsored. We will therefore charge a compliance management fee of £350 to be added to your first term's invoice when your first arrive at the school or if you are already a student at the school and move onto study a new programme e.g., from GCSEs to A Levels.

We inspect each sponsored pupil's original current passport and BRP to check that the pupil is entitled to study at our School in the UK.

Copies are taken of pupils' original current passports or immigration status document showing all personal identity details including biometric details, leave stamps and entitlement to study at the School on arrival in the UK prior to their course starting.

In the absence of an immigration stamp in the pupil's passport relating to their entry to the UK, we require pupils to provide their travel ticket to the UK or boarding card. Staff use the right to study checklist and BRP checking guide to carry out these checks. A copy of the completed checklist is then appended to each sponsored pupil's file.



SURBITON

HIGH SCHOOL

The Home Office requires sponsors to maintain a history of each sponsored pupil's contact details whilst they are in the UK. This includes details of their residential address in the UK, a telephone number and mobile telephone number. The School therefore maintains a record of all contact details for pupils sponsored under the Child Student or Student category and requires parents of pupils to update the School when there is any change to these details. We do not overwrite previously submitted information, in order to ensure a record of the history of contact details.

The School is required to keep a record of each sponsored pupil's absence and attendance at the School. This requirement is met by the School marking the pupil's attendance / absence at daily registrations, in line with prevailing pupil registration regulations.

The School is required to keep a copy of the letter submitted by each sponsored pupil's parents or legal guardians confirming their consent to the pupil's visa application and arrangements for travel to, and reception and care whilst in, the UK. The School also requires a copy of evidence demonstrating the relationship between the sponsored pupil and his / her parents / legal guardian. The School retains these documents on the pupil's file.

7 Periodic checks on existing pupils

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

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
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 returning 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	In the School's Terms and Conditions 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



SURBITON

HIGH SCHOOL

8 Timing of checks

Right to study checks are conducted and documents copied at enrolment before the pupil commences their course of study at the School.

If a pupil produces a document which demonstrates that their permission (also known as "leave") to be in the UK is time limited, then their right to study will also be time limited. In these circumstances, we record details of when the pupil's leave is due to expire and make enquiries as to what the pupil intends to do to ensure they maintain their right to study. Pupil files are monitored to ensure that their right to study is maintained.

9 Checking documents

In relation to pupils who are not British or Irish citizens, it is the School's policy to check the uploaded document(s) remotely on enrolment to confirm that the pupil has the right to study in the UK. The original documents are then verified upon arrival in person with the pupil present.

We reserve the right to check that the documents are genuine, have not been tampered with and relate to the pupil who has given them to us. We also check, so far as possible, that the document appears consistent with other information that we hold about the pupil.

10 Pupils identified without the right to be in the UK

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

- We will contact the pupil's parent(s), legal guardian, educational guardian to clarify the position.
- If it transpires that the pupil does not have valid leave, we will notify UKVI via EducatorsHelpdesk@homeoffice.gov.uk of the situation and work collaboratively with them to try to regularise the pupil's immigration status.
- If it is not possible to regularise the pupil's immigration status within a reasonable time frame, we will consider exercising our rights under the parent contract to terminate the contract. In so doing, we will consider the best interests of the pupil, where they are under the age of 18. For example, where the pupil is part way through the school year it may be appropriate to postpone this action until the end of the school year. 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.



SURBITON

HIGH SCHOOL

11 Document Information

Version Number	1
Reason for Version Change	New Policy – Application for UKVI Sponsorship
Name of owner/author	Charlotte Demetz
Name of individual/department responsible	Sara Coleman, Head of 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	9 th June 2022
Where available	Website, United hub, MIS
Review Date	June 2023