



<b>Overseas Pupils Policy</b>	
<b>Owner:</b>	<b>Head</b>
<b>Approved by:</b>	<b>SLT</b>
<b>Policy is available from:</b>	<b>Intranet</b>
<b>Review cycle:</b>	<b>Yearly</b>
<b>Review date:</b>	<b>June 2024</b>
<b>Linked documents:</b>	<b>Admissions Policy</b> <b>Education Guardianship Policy</b> <b>Absence for Pupils Policy</b>

## General Introduction

Rye St Antony welcomes pupils from all over the world and values their contribution to the life of the School. Applications will be considered for pupils aged 3-16, provided they have entered the UK as dependents of their parents or legal guardians. As a Student sponsor, the School take a proactive approach to ensure it meets the sponsorship duties as set out in the United Kingdom Visas and Immigration (UKVI) guidance documents and will make reasonable efforts to assist pupils and parents to comply with the UK Government's requirement on visa entry for children who wish to come to the UK to study. However, responsibility for making a visa application to allow their child to attend Rye St Antony rests with the parents. The School cannot assist with resolving visa related issues other than those under Child Student or General Student either for a current pupil or for a child who is proposed to be admitted.

## General Information

- Rye St Antony has a Sponsor License with UKVI (License No: T9Y664H12).
- Upon contact from a parent or guardian, and alongside our recruitment process, the School will undertake sufficient research to satisfy ourselves of their citizenship and therefore their right to study. Issues concerning Student visa requirements will be raised at the earliest opportunity.
- As a selective school and in order to ascertain academic ability and language skills, all applications must be supported by entrance assessment, a report from a pupil's current school and an interview, in order to confirm that Rye St Antony is the right setting for your child. Details of specific requirements for Sixth Form Entry are listed below.
- The School is required to photocopy a pupil's passport and visa/BRP digital status, as well as proof of entry to the UK in the form of an entry stamp or boarding card, on the first day of term (at the latest) or the first day that the pupil arrives at the School.
- A pupil must not enter the United Kingdom before the start date of their Student or Child permission. If they do enter before the start date, they will not be able to join Rye St Antony School.
- The School must be notified if the sponsored child has obtained a new passport.
- The School will keep independent visa files on each international pupil which may be inspected by the UKVI at any time.
- All absences must be authorised by the Head. All unauthorised absences will be reported to the UKVI. This includes pupils who arrive late at the beginning of term or leave early at the end of term. Attendance is monitored and records kept for UKVI inspection.
- Parents must adhere to the term dates when booking international flights and provide travel arrangements/details to the Admissions Team.
- When a pupil leaves the School, this will be reported to the UKVI. We must report to UKVI that a pupil has finished their course (eg at the end of GCSE or A Level), although the pupils may have a certain amount of time to stay in the UK after their course has finished and before their visa expires. The School will also inform the UKVI if any pupil leaves the School before completing their course.
- A pupil cannot make their Student visa application more than three months before the start of their course.

- If a student turns 18 years old, they can carry on with their course until their permission to stay ends. If they want to undertake further study in the UK, then they will have to apply for another visa under the General Student category

### **Applying for a place at Rye St Antony**

**International applicants** to the Senior School will be required to take entrance examinations either at their current school, recognised agency or other approved establishment. Levels of English proficiency will also be required. Expected levels as follows:

- for the GCSE programme (Years 10 and 11) working towards or having passed the Cambridge First Certificate or have IELTS 5
- for the A-level programme (Years 12 and 13) have passed the Cambridge First Certificate or have IELTS 5 or 6

If visits to the school are not possible, virtual interviews will be arranged with the applicant and conducted by senior members of staff.

The school assesses all non-native English speakers to ensure that they can access the curriculum and the course for which they are making the application.

### **Sixth Form Entry Requirements**

The academic year begins in September

- Overseas Sixth Form applicants are expected to achieve grade 5 or above in a minimum of five GCSE (or equivalent) subjects, with grade 6/7 or above in any subject to be continued at A-level. This is often difficult to equate to overseas examination results and in these circumstances, the school will undertake an academic assessment for the candidate.
- Confirmation of overseas examination results should be emailed to Rye St Antony as soon as they are known.
- The Head has discretion to relax these requirements if it is believed that a particular student would benefit from the education offered at Rye St Antony's Sixth Form. As well as meeting the academic criteria, each student will be interviewed by the Head and the Head of Sixth Form.

Conditional places are offered on the evidence of the interview and the reports and reference from the current school.

### **New Pupils from Overseas**

Rye St Antony must receive the following before a Certificate of Acceptance for Studies (CAS) can be issued:

- 1) Full and complete Acceptance paperwork including signed Parent contract, a copy of the pupil's current passport and an overseas deposit.
- 2) Letter from the parents or legal guardian giving consent to the pupils' visa application, living arrangements, care in the UK and travel to the UK.
- 3) Parents' current passports.
- 4) Birth certificate for the pupil or other documentary evidence to show parental responsibility.
- 5) Proof that you have enough money to pay for the pupil's course (not currently applicable to EU citizens). This money must have been in the bank account for at least 28 consecutive days. The period must be within 31 days of applying for the CAS.
- 6) A negative Tuberculosis test result in accordance with the latest Government guidelines.
- 7) A signed copy of the Educational Guardians Policy for boarding pupils
- 8) An advance deposit fee of one term's fees made payable to Rye St Antony School Ltd.

Once the completed paperwork and fees have been received the application for a CAS is made online and a CAS certificate will be issued to enable parents to apply for a visa. A CAS number is valid for six months.

To maintain a Child/Student visa, parents must:

- 1 Inform the School of any change in permanent address.
2. Inform the School of any change in the guardian arrangements for their child.
3. Inform the School if for any reason there are changes in their financial arrangements.

If a visa application is refused, a copy of the refusal letter must be sent to the School. Similarly, if the family decide not to apply, the School must be notified in writing with an explanation of the decision.

### **Guardianship and Care Arrangements**

To ensure the safeguarding and care for pupils it is essential that all parents who are not permanently resident in the UK with a child under 18 appoint a guardian in the UK to act with their full authority. Parents must provide details of the guardian arrangement to the School in writing. Those who undertake the role of guardian are providing a thorough commitment to the education and wellbeing of the child. Please see our Educational Guardianship Policy and Agreement.

The responsibility for choosing an appropriate Educational Guardian rests solely with the parents, and they are responsible for satisfying themselves as to the suitability of the Educational Guardian.

It is the responsibility of the parent to inform the School if the guardianship arrangements change.

The School will check after every break or holiday, that the boarding pupil has stayed with their guardian. The School will monitor the level of care and support provided by a pupil's guardian.

**Please see the Educational Guardianship Policy for details of the requirements.**

It should be noted that an Education Guardian (as distinct from a Legal Guardian) may not sign on behalf of a parent any formal agreement between parents and the School.

### **Attendance monitoring**

In the interests of all pupils and to minimise disruption to learning, Rye St Antony closely monitors attendance.

- Daily attendance is recorded.
- All pupils are required to join the School on the day appointed and may not be absent from School except for medical reasons, without prior permission.
- Holiday dates are published well in advance and parents/guardians should be aware that holiday must not be booked outside of these periods.
- The School's hours are 8.35am until 4.00pm. Registration is taken at the start of the school day and again in the afternoon. Pupils who need to leave school during the course of the day for medical, dental appointments etc, must sign out at the School Office and, sign back in on their return. Arrangements will be made by the boarding house for all boarding pupils.
- Any absences for leave beyond a medical appointment must be approved by the Head.
- Any absences should follow the Absence for Pupils policy. Absences will be monitored.
- The Local Authority and the UKVI will be notified of any absences that are unauthorised and exceed 10 days.
- The School will retain attendance records for UKVI inspection.
- Parents should be aware that a period of unauthorised absence could lead to a cancellation of the visa.

In order that the School can undertake its duties as a sponsor and notify UKVI accordingly, Parents/Guardians must notify the School of the following:

- The pupil withdraws from their course before they travel to the UK.
- The pupil embarks on a course with a different sponsor/institution.
- The pupil needs to delay their start date before entering the UK but after entry clearance has been granted.
- The pupil is unable to enrol on the agreed date ie missed flight, illness, or decision not to come to the UK.
- The pupil is refused entry to or right to stay in the UK.
- The pupil wishes to defer their studies once they have entered the UK.
- Any change in circumstances ie change of course, place of study, residential address, guardianship arrangements, working.

**Academic Performance**

Pupils are expected to make sound academic progress as they move through the school. Written reports are issued twice a year for parents. Failure to make academic progress could impact on the School's decision whether to sponsor a visa application.