



Queen Anne's  
CAVERSHAM

## Tier 4 Visa Policy

**Queen Anne's School Sponsor Licence Number: EAAKJNXV1**

Policy author	Registrar, Director of Finance and Administration
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Policy available	School website, internal 'Staff Shared U drive' on request from School Office
Other school policy links	Admissions Policy, Equal Opportunities, Wellbeing

Full up-to-date information for the UKVI (United Kingdom Visas and Immigration)/Home Office may be found at <https://www.gov.uk/apply-uk-visa>

The School will make all reasonable efforts to assist pupils and parents to comply with the UK Government's requirements on visa entry for girls who wish to come to the UK to study. However, responsibility for making a visa application to allow their daughter to attend Queen Anne's School rests with the parents. The School cannot assist with resolving visa related issues other than those under Tier 4 (or any subsequent scheme) either for a current student or for a student who is proposed to be admitted.

The School generally will issue a Tier 4 (Child) student CAS (Confirmation of Acceptance for Study) and may issue a Tier 4 (General) CAS in exceptional circumstances.

### **General Information**

- Queen Anne's School has a Sponsor Licence with UKVI
- All applications must be supported by entrance examinations, a report from a student's current school and a Skype interview.
- The School is required to photocopy a student's passport and visa on the first day of term or the first day that a student arrives at the School.
- The School must be notified if your daughter has obtained a new passport.
- A copy of the students
- The School must keep independent visa files on each international student. These may be inspected by the UKVI at any time.
- All unauthorised student absences must be reported to the UKVI. This includes students who arrive late at the beginning of term or leave early at the end of term.
- Parents are requested to adhere to the term dates when booking international flights.
- When a student leaves the School, this will be reported to the UKVI. We must report to UKVI that a student has finished their course (e.g at the end of U6), although the pupil may have a certain amount of time to stay in the UK after their course has finished and before their Visa expires.

- A student cannot make her Tier 4 application more than three months before the start of her course.
- If a Tier 4 (Child) student turns 18 years old, she can carry on with her course until her permission to stay ends. If she wants to do further study in the UK, she will have to apply under another category, for example Tier 4 (General).

## **New Students from Overseas**

This Tier 4 Visa Policy document will be sent to parents with an offer letter.

The Admissions Department at Queen Anne's School **must** receive the following before a CAS can be issued:

- A signed copy of the Tier 4 Visa Policy
- Deposit of £10,000
- The first year's fees in full
- A signed copy of the Admissions Agreement
- A copy of the student's passport
- A copy of the student's birth certificate
- A letter of consent

The application is made on-line and a CAS number will be issued to parents. Payment for the first CAS will be made by the School, any subsequent CAS applications will be charged to parents. A CAS number is valid for six months but may not be used more than 3 months before the course begins. The CAS number and offer letter will be issued by the School for parents to apply for a visa.

If a visa application is refused, a copy of the refusal letter must be sent to the School prior to the issue of a new CAS.

In exceptional circumstances, alternative arrangements for the payment of the first year's fees may be acceptable.

## **Guardians**

Queen Anne's welcomes students from all over the world and values their contribution to the life of the school. To ensure the best possible care for these students, it is essential that all parents who are not permanently resident in the UK must appoint a guardian in the UK to act with their full authority. Those who undertake this role are providing a generous commitment to the education and wellbeing of their ward.

Guardians should be provided by the student's own family. The guardian may be a nominated friend of the family or another family member or contact.

## **The Guardian**

- The guardian should not be a full-time student and must be over the age of 25.
- The guardian must live in the UK and should not be required to travel regularly overseas
- Should be able to correspond with the school in English
- Should agree to and pass the necessary safeguarding checks as required
- Should be open to an annual inspection as required by the Agency or organisation responsible
- Should not be running a guest house or offering any other paid accommodation service

If a family has difficulty in finding a guardian, the school will supply a list of Guardian Agencies which assist in the supply of guardians. The school is unable to arrange or recommend guardians. It is the responsibility of the parent to choose and pay for a guardian who can fulfil the role to the satisfaction of both the school and the parent. It is the responsibility of the parent to inform the school if the guardianship arrangements change.

### **The role of the Guardian**

- To liaise with the school and act as a representative of a student's family
- To encourage and support the student, safeguarding and promote the student's welfare
- To help with the student's understanding of British culture and the development of their understanding of the English language
- To act in loco parentis and to take responsibility for the welfare of the student for holiday periods and half-term holidays.
- Guardians should provide a consistently good standard of accommodation and meals with adequate supervision and suitable living and studying accommodation.
- To provide accommodation for the student in the case of severe illness or emergency (e.g. suspension or expulsion)
- To act as necessary in granting permission for weekends out or emergency medical treatment
- To authorise or make travel arrangements as required and inform the school in advance of the times of departure and arrival
- If a student needs to book an early flight for departure or arrival, the guardian should take responsibility for escorting the girl and accommodating her overnight
- Provide a point of contact for discussion of matters concerning general welfare or academic progress of the student.
- To attend parents' meetings (and report back to parents abroad afterwards), and monitor the academic and social development of the students in their care.
- The guardian will also be someone with whom the student can get in touch at any time, whether to talk about a problem that may have arisen or just a friendly point of contact outside school
- The guardian should always respect the rights, religion and culture of the student.

In addition to the duties of the guardian stated above, parents may opt for the guardian to carry out the following roles. If this is the case, this information will be required by the school at the beginning of the academic year.

- Guardian to escort to the airport
- Guardian to host at Exeat
- Guardian to host at Half Term
- Guardian to receive Bulletin and general correspondence
- Guardian to receive confidential correspondence
- Guardian to receive School Reports
- Guardian to attend parents' meetings

## Letter of Consent.

### Parental Consent evidence is now required by the UK Home Office from April 2017

The Home Office require all Tier 4 students, who are relying on funding from their parent (s) or legal guardian (s), to show evidence of their relationship with the child.

All Tier 4 visa applications are therefore required to send a consent letter from their parent(s) or legal guardian (s) to Queen Anne's School. They are also expected to provide the school with evidence of their relationship with the applicant. This can be demonstrated with the child's birth certificate and a scanned or paper copy of the parent's or legal guardian's passport.

The consent letter should detail the arrangements for the child's application, travel, reception and care arrangements in the UK. Queen Anne's School is required to keep a copy of this letter as part of the material that can be inspected by the Home Office at any time.

An example of what to include in the letter is as follows:

*"We, as **'Daughters name'** parent(s)/legal guardian(s), consent to **'daughter's name's'** application to Queen Anne's School for a 'boarding' place in the school's **'year group'**.*

*We will arrange appropriate travel arrangements for **'daughter's name'** and consent to her travelling to and boarding at Queen Anne's School.*

***'Daughter's name'** will travel to School by train/car/taxi (delete as appropriate) and on arrival at Queen Anne's **'Daughter's name'** will be accompanied by **'Adult Name'** and **'Relationship to Pupil'**.*

*We consent to the care arrangements that have been agreed with Queen Anne's School. This includes the care of our daughter during term time by Queen Anne's School, and during any exeat, half term's or holidays by a guardian that we have arranged and provided details of to the school."*

Please delete the bold wording and insert your specific details for your own consent letter. The letter must be signed by both the child's parents. If only one parent is able to sign, please send the necessary evidence of the reason only one parent is signing the consent letter. This letter, along with any accompanying documentation may be either sent to Queen Anne's School by post or by scanning and sending the documents via email.

Please send the details to Admissions Department, Queen Anne's School, Henley Road, Caversham. Berkshire. RG4 6DX or by email to **admissions@qas.org.uk**

The 'consent letter' and 'evidence of relationship' form part of the necessary Tier 4 visa process that needs to be completed before a CAS can be raised by Queen Anne's School. Once a CAS is raised and issued to parents/legal guardians/agents, the next stage of the visa application can take place.



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### Tier 4 Visa Agreement

Name of Student ..... Date of birth .....

Applying for entry into Year ..... in September 2018 authorization

**Please tick to confirm:**

I/We have read and understood the Tier 4 Visa Policy

I/We have read the Guardian Information and confirm that I/we will provide details of my/our daughter's guardian at least six weeks prior to the start term

I/We confirm that my/our daughter does not have a criminal record

Has the student had a visa refused before? YES/NO

If yes, please attach details

Has the student ever over-stayed in the UK? YES/NO

If yes, please attach details

I/We confirm that my/our daughter's passport does not expire within six months of the visa application.

I/We confirm that the first year's School fees will be paid in advance.

I/We confirm that we have provided a copy of my/our daughter's birth certificate.

I/We confirm that we have provided a signed letter of consent.

Parent Signature ..... Dated .....

CAPITALS .....

## **STUDENT ARRIVALS – 10 TOP TIPS from the Border Force**

As you prepare to study in the UK, UKVI has developed ten top tips to make sure you have everything you need for a smooth arrival.

1. If you're from a non-European Economic Area (EEA) country, complete the landing card given to you during your flight before you arrive at border control.
2. Have your passport ready. Remove it from any cover, and remember to remove sunglasses and hats.
3. Keep information about the course you're studying in your hand luggage. This must be in paper copy (not an electronic copy on tablet or phone). This includes your Confirmation of Acceptance for Studies (CAS) number.
4. Keep any recent bank statements and details of where you are staying in your hand luggage, Border Force officers may ask to see this information.
5. Expect Border Force officers to ask simple questions about your stay in the UK when you arrive at passport control.
6. Do not bring in any meat or dairy products from outside the European Union (EU). There are restrictions on traditional medicines, food products such as fish, eggs and honey, and some fruit, vegetables and plants.
7. There are also restrictions on the amount of tobacco, alcohol and gifts you can bring to the UK. If you exceed your duty-free allowance and do not declare them, all of your items could be taken away from you.
8. Never bring in counterfeit goods, illegal drugs, offensive weapons or indecent or obscene material. Some items are restricted and will require a licence or permit.
9. You must declare cash of 10,000 Euros or more (or the equivalent in another currency) if you are travelling from a country outside the EU.
10. Never give false or misleading information (including forged or counterfeit documents).