



# St Mary's School

## C A M B R I D G E

## Child Student Visa Policy between Parents and St Mary's School

*This policy is the responsibility of the UKVI Authorising Officer and Compliance Manager*

*Last review: April 24*

*Next review: April 25*

### Introduction

We are delighted to be able to welcome international students to St Mary's School, Cambridge (The School). Not only are they able to benefit from a UK education but they enrich school life and enhance the experience of all pupils.

All international pupils who do not hold a passport that allows them to study unsponsored in school, must have a Child Student visa to allow them to study in school. Similarly, the School must have a Child Student licence issued by the UK Home Office that allows it to recruit overseas pupils.

With the School licence comes a number of continuous and on-going responsibilities that the School must comply with at all times. Any school that does not do this will prejudice their licence and may have it withdrawn by the Home Office. Were this to occur, all sponsored pupils would have to leave the School and make a new visa application. The impact, therefore, on pupils and the School can be very serious.

By signing this form it is agreed that you and your child will, for the duration of her sponsorship:

- Arrive in the country the day before the stated first day of term/half term
- Not leave the country until after the stated time on the last day of term/half term but before 6.00pm on that stated day
- Will have an attendance record of at least 90%
- Not book any holidays during term time
- Provide evidence of flight details and travel arrangements when requested by a member of the Boarding staff
- Ensure the schools guardianship policy is adhered to at all times

<b>Academic Year 2024/2025</b>	
<b>Autumn Term</b>	
Term begins	Thursday 5 September (Induction Day) New Boarders arrive: Tuesday 3 September from 9.00am Existing Boarders return: Wednesday 4 September from 9.00am
Half Term	Monday 28 October - Friday 1 November Boarding house closes: Friday 25 October at 6.00pm Boarding house opens: Sunday 3 November <i>from 6.00pm</i>
Term Ends	Friday 13 December (noon) Boarding house closes at 4.00pm
<b>Spring Term</b>	
Term begins	Monday 6 January Boarding house open: Sunday 5 January from 9.00am
Half Term	Monday 17 February - Friday 21 February Boarding house closes: Friday 14 February at 6.00pm

	Boarding house opens: Sunday 23 February from 6.00pm
Term end	Thursday 3 April (noon) Boarding house closes at 4.00pm
<b>Summer Term</b>	
Term begins	Wednesday 23 April Boarding house opens: Tuesday 22 April from 9.00am
Half Term	Monday 26 May - Friday 30 May Boarding house closes: Friday 23 May 6.00pm Boarding house opens: Sunday 1 June 6.00pm
Term ends	Friday 4 July (noon) INSET: 4 July (1pm - 4pm) Boarding house closes at 4.00pm

In order to ensure that pupils and parents comply with the UK Government's requirements on visa entry, the school have instructed Newland Chase Education – a UK immigration law firm that specialises in pupil visas and school licences to complete and submit all visa applications, whether these are overseas applications, or renewal visas in the U.K.

Newland Chase Education contact details are:

**Newland Chase Education**  
**Capitol house**  
**1<sup>st</sup> Floor West**  
**Russell Street**  
**Leeds**  
**LS1 5SP**  
**Tel +44 (0) 1133401515**

- If a sponsored student turns 18 years old, they may carry on with their course until their permission to stay ends. If the pupil wants to do further study in the UK, they will have to apply under another visa category.
- Pupils joining from another school in the UK must have a visa application sponsored by this School in place, before they arrive at school. If your child is transferring from another school, please contact **Newland Chase Education** and they will complete the new visa application sponsored by our School.

### **Child Student Visa Application Process**

#### **Step 1**

The Admissions Department at the school must have received the following before the CAS process can be started:

- A signed copy of the acceptance form by those parents with parental responsibilities along with the acceptance deposit
- A signed copy of the Child Student Visa Policy
- A copy of the pupil's passport
- A copy of the pupil's birth certificate

#### **Step 2**

On receipt of the above, the School will send your details to Newland Chase Education who will contact you directly for the information and copies of documentation required to complete the visa application.

When they are satisfied that the application will be compliant, they will:

- Issue the CAS on behalf of the School.
- Complete the online visa application on your behalf
- Make the visa appointment at the Embassy/High Commission in your country of residence

- Send you all the required paperwork with clear instructions on what needs to be signed and taken to the appointment.
- Provide a covering letter acting as your immigration lawyer, which will also be submitted with the application.
- In the unlikely event of a visa refusal, Newland Chase Education will assist with the administrative review.

The cost for this service will be added to the School's invoice.

**I/We confirm that we have read this Child Student Visa policy and agree to adhere to the guidelines.**

Mothers Name:	Father's Name:
Mothers Signature:	Father's Signature:
Date:	Date: