

## Child Student Visa Policy

We are delighted to be able to welcome international students to Downe House. Not only are they able to benefit from a UK education but they enrich our school life and enhance the experience of domestic students. Children from other countries, who wish to attend school in the UK and who do not have a separate right to come to and study in the UK, must apply for a Child Student visa.

As a Child Student visa sponsor Downe House must hold a licence which is issued by the UK Home Office. Our licence number is: GHC8QAKV2. With this licence comes several responsibilities which we, like all Child Student visa sponsors, must always comply with. Any school that does not do so may have their licence withdrawn by the Home Office. Where this occurs, all international students must leave the school and the impact on both students and school can be very serious.

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

The Newland Chase Education contact details are:

### Newland Chase Education

Skyline House

200 Union Street

Russell Street

London

SE1 0LX

Email: [education@newlandchase.com](mailto:education@newlandchase.com) If emailing, please note Downe House

Tel: +44 (0)113 3401512

Website: [education.newlandchase.com](http://education.newlandchase.com)

## General guidelines about Child Student Visa sponsorship at Downe House

- Upon acceptance of a place at Downe House the school will issue one Child Student visa CAS (Confirmation of Acceptance for Study) in support of a student's visa application.
- Downe House is required to photocopy a student's passport, visa and entry stamp or evidence of when they entered the UK on the first day of term, or the first day that a student arrives at the school.
- All sponsored students are required to keep their passports at school. Downe House will securely store passports for safekeeping only; students are able to access their passports whenever needed.
- Downe House must be notified if your child has obtained a new passport.
- Downe House must be notified of any change of address(es) or other contact details.
- All student absences must be reported to the UKVI. This includes students who arrive late at the beginning of term without prior notification or leave before their course completion date.
- Parents are requested to adhere to the term dates when booking international flights.
- All travel details to and from the UK and any addresses where your daughter is staying outside term-time if she is not leaving the UK must be notified in writing to her housemistress/master at the appropriate time.
- In accordance with Home Office regulations, all parents of pupils on a student visa are required to appoint a registered guardian, with whom their daughter will stay for exeat weekends and in case of emergency. The home in which the sponsored students are staying might receive a routine telephone call during the holiday period if she stays in the UK. Parents need to notify us immediately of any change in guardian arrangements. Guardians should be over 25 years of age, resident in the UK and ideally living within a 60-mile radius of the school. As a requirement, the nominated guardian should understand the commitment involved in their role and agree to take full responsibility for the pupil when not at the school and who can, if necessary, come to the school at short notice. The Boarding School Association (BSA) and The Association for the Education and Guardianship of International Students (AEGIS) both provide lists of certified guardianship companies which are an assurance of professional quality.

[Aegis | The Association for the Education and Guardianship of International Students \(aegisuk.net\)](#)

[BSA Certified Guardian Scheme | Boarding School Training | The Boarding Schools' Association](#)

- All sponsored students who reside in school are recommended to stay in school for the majority of weekends.
- If a student leaves Downe House before the completion of their course, then the school will cease sponsorship and report this to UKVI.
- If a sponsored student turns 18 years old, they may carry on with their course until their permission to stay ends. If the student wants to do further study in the UK, they will have to apply under another category, for example Student visa with their new sponsor.
- Students joining from another school in the UK must have a visa application sponsored by Downe House 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 Downe House.

## Downe House's Child Student Visa Application Process

The earliest you can apply for a visa is six months before the start of the Michaelmas term. New boarders are required to arrive at Downe House for the Settling in Day on Sunday 1 September 2024 (R-LV only).

The service charge for Newland Chase Education to assist in the visa application and issuance of CAS is currently £675.00 plus VAT. This will be charged to new parents in July on their bill for the

Michaelmas term. For current parents whose daughters are joining the Sixth Form, this will appear on their invoice for their first term in the Sixth Form.

### Step 1

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

- A signed copy of the acceptance form along with the acceptance deposit.
- A signed copy of the Downe House Student Visa policy
- Parents of all new starters will be required to make full payment of the 2024-2025 fees which are yet to be agreed but are **currently for 2023-2024 £47,760**. A pro forma invoice will be raised by our Finance Department. Parents of current students rising from UV to LVI, with a good payment history, do not need to pay a year's fees in advance but should continue to pay their normal termly fee prior to the start of term. Any families with outstanding debts will need to clear any debts and may be asked to pay fees in advance.
- A colour copy of your daughter's passport biodata page.
- A first-generation colour copy of both parent's passport biodata page.
- An original birth certificate with English translation (where applicable) which should be certified with the translator's credentials, contact information and stamp.
- Full details of your daughter's guardian as completed on the Acceptance Form.

### Step 2

- On receipt of the above Downe House 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. They will check the compliance of the supporting documentation and will work with you to ensure the application form is completed with all necessary information.
- When they are satisfied that the application will be compliant, they will:
  - Obtain your daughter's CAS from Downe House.
  - Submit the online visa application on your behalf.
  - Assist with booking the visa appointment at the UK Visa Application Centre in your country of residence.
  - Send you all the required paperwork with clear instructions on what needs to be signed and what original documentation needs to be taken to the appointment.
  - Provide a covering letter, explaining that they are 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.

### Revision History:

Revision	Date	Description of changes	Requested By
New	April 2023	Policy Created	Tara Reeve
	January 2024	Policy revised	Tara Reeve
	April 2024	Revised and amended	Tara Reeve

Review Leader: Director of Admissions

Reviewed: March 2023

Next Review: April 2025

Review Date: April 2025 – Director of Admissions