

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 Any school that does not do so may have their licence withdrawn by the Home Office.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 may be asked to 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 has 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 (if emailing, please note Downe House)

Tel: +44 (0)113 3401512

Website: [Newland Chase](#)

VISA POLICY CONTENTS

1. Child Student Visa Sponsorship Requirements
2. Anti-money Laundering
3. Educational Guardians
4. Who can be an Educational Guardian and how are they appointed?
5. Downe House's Child Student Visa Application Process
6. Declaration and signatures

1. Child Student Visa Sponsorship Requirements

Below is an outline of the responsibilities and expectations of both Downe House and parents and guardians of Child Student visa holders. We ask for your support in upholding these to ensure compliance with UK Visa and Immigration (UKVI) regulations.

A. Confirmation of Acceptance for Study (CAS)

Upon acceptance of a place at Downe House, the School will issue one Child Student visa CAS (Confirmation of Acceptance for Study) to support the student's visa application. The CAS may only be used for the specific course and dates stated.

B. Passport, Visa and Entry Checks

- Downe House is required to photocopy the student's passport, visa and UK entry stamp, or other evidence of the date of entry into the UK (eg boarding pass, luggage tag) on the first day of term or on the first day the student arrives at school, whichever is earlier.
- Parents must notify the School immediately if the student obtains a new passport.

C. Passport Safekeeping

- All sponsored students are required to keep their passports at school.
- Downe House will store passports securely for safekeeping only.
- Students may access their passports whenever reasonably required.

D. Changes to Personal Details

Downe House must be notified immediately of:

- Any **change of address**, including overseas or UK addresses
- Any changes to **contact details** for the student or parents
- Changes of **type of visa** held by parents and/or child

E. Attendance, Absence and UKVI Reporting

- Downe House is legally required to monitor attendance and report all student absences to UKVI. This includes:
 - Late arrival at the beginning of term without prior notification
 - Early departure before the course completion date
- If a student leaves Downe House before completing their course, the School will cease sponsorship and notify UKVI.

F. Travel Arrangements – exeats and short exeats

- Parents are requested to strictly adhere to published term dates when booking international flights.
- **If leaving the UK:** All travel details to and from the UK must be provided in writing in advance to the student's housemistress or housemaster, including:
 1. Date leaving and returning to school
 2. Form of travel – to and from school (eg car, private taxi, school taxi)

3. Name and contact number of person accompanying student to and from school (eg parent, guardian, driver)
 4. Flight numbers
 5. Name of person student will be staying with and relationship to student
 6. Full address where student will be staying
- **If remaining in the UK:** All travel details must be provided in writing in advance to the student's housemistress or housemaster, including:
 1. Date leaving and returning to school
 2. Form of travel – to and from school (eg car, private taxi, school taxi)
 3. Name and contact number of person accompanying student to and from school (eg parent, guardian, driver)
 4. Flight numbers (if appropriate)
 5. Name of person student will be staying with and relationship to student
 6. Full address where student will be staying

G. Educational Guardianship

- All parents of pupils holding a Child Student visa must appoint a **nominated educational guardian**.
- The guardian must:
 - Be in place for the entire duration of the student's time at Downe House
 - Be approved by the School before any arrangement commences
 - Accommodate the student during exeat weekends and in emergency situations
- Any change of guardian must be reported immediately and approved by the School.
- All guardians must provide a Letter of Undertaking acceptable to both Downe House and UKVI, confirming responsibility for the child's welfare.
- Sponsored boarding students are strongly encouraged to remain in school for the majority of weekends, in line with safeguarding and visa compliance expectations.
- Further information is available in the section titled "**Educational Guardians**".

H. Students Turning 18

- If a sponsored student turns 18 years old, they may continue their course until their current permission to stay expires.
- Any further study in the UK will require the student to apply under a different immigration category, such as a Student visa with a new sponsor.

I. Transfers from other UK Schools

- Students transferring from another UK school must have a Downe House-sponsored visa application approved before arrival.
- Parents should contact Newland Chase Education, who will manage the new visa application sponsored by Downe House.

2. Anti-Money Laundering – UKVI Compliance

Downe House is committed to full compliance with the UK's Anti-Money Laundering (AML) regulations and the sponsorship duties set out by UK Visas and Immigration (UKVI). We take reasonable steps to ensure that funds received for tuition fees, boarding fees, and associated fees are from legitimate sources. This policy applies to all Child Student visa holders and their sponsors, and forms part of our wider safeguarding and compliance framework to maintain our status as a UKVI Student sponsor.

- Downe House requires that payments are made through traceable banking channels and in the name of the parent(s), legal guardian(s), or an authorised sponsor. We may request evidence of the source of funds, including bank statements, proof of income, or other supporting documentation, before accepting payment.
- Any suspicious or unusual transactions will be reported in line with the Proceeds of Crime Act 2002 and the Money Laundering Regulations 2017, including filing a Suspicious Activity Report (SAR) with the National Crime Agency where appropriate.

3. Educational Guardians

All overseas families must appoint an Educational Guardian to ensure that there is somebody in the UK who can take responsibility for the student and provide them with care and support when they are not in the care of the School. The Educational Guardian should also be given legal authority to act on behalf of the parent in all respects.

The Educational Guardian's responsibilities usually include caring for the student as would a responsible and caring parent by, for example, being in regular contact with the student and providing advice and support as necessary. The Educational Guardian will need to care for the student and take responsibility for the student if they are unwell, suspended or otherwise released from School. Responsibilities also include being authorised to make certain decisions concerning the student on the parents' behalf, for example decisions regarding emergency medical and dental treatment and matters of a disciplinary nature.

Students are not permitted to remain in residence at School during school holidays or Exeat weekends, as published in the School Calendar, as there is no provision for appropriate supervision during school holidays or Exeat weekends. Therefore, the Educational Guardian is expected to arrange accommodation and supervision for the student and is responsible for the student whilst they are journeying to and from School.

No student at the School is permitted to live independently. Parents may not arrange for the student to stay in unsupervised accommodation (for example in a hotel, hostel, B&B or rental) as this is not considered suitable irrespective of the student's age

4. Who can be an Educational Guardian and how are they appointed?

Downe House does not arrange the appointment of an Educational Guardian. The responsibility for choosing an appropriate Educational Guardian in accordance with the criteria outlined below rests solely with the parents and must be arranged before the student joins the school. The parents/legal guardians are responsible in each case for satisfying themselves as to the suitability of an Educational Guardian.

Downe House reserves the right to review and, if necessary, reject educational guardianship and / or homestay arrangements made by parents if they are deemed to be unsuitable. Any concerns about an educational guardianship arrangement will be acted on immediately and referred to any relevant agencies.

The Educational Guardian appointed must be:

- Either: accredited by the Association for the Education and Guardianship of International Students (**AEGIS**) or certified by the Boarding Schools' Association (**BSA**).

AEGIS is the authoritative association for inspecting and accrediting guardianship agencies in the UK. AEGIS can be contacted via their website: www.aegisuk.net

The **BSA** champions boarding and promotes boarding excellence. The BSA is the largest association of boarding schools in the world and represents more than 600 independent and state boarding schools, over 500 of which are based in the UK.

The list of BSA Certified Guardians can be found [here](#).

It is expected that the large majority of parents will appoint an Educational Guardian via this approach.

- Or: a family member who must satisfy the following criteria:
 - (i) is independent (i.e. not connected to the School)
 - (ii) is not employed by the School
 - (iii) is a close family relative over the age of 25 (brother, sister, aunt, uncle, grandparent or step parent), resident in the UK
 - (iv) holds a British passport or has permanent resident rights in the UK
 - (v) lives ideally within a 60 mile radius of the school
 - (vi) is available during term-time, including weekends
 - (vii) is not a current university student
 - (viii) is able to provide suitable accommodation, including a separate bedroom, for the student
 - (ix) be financially able to support/feed the student as required during holiday periods or periods of absence from School
 - (x) will engage with the School and relevant Housemistress regarding travel and accommodation arrangements for the start and end of the School terms and where there is any temporary absence from school
 - (xi) Has not been convicted or committed any criminal offence in the UK or overseas
 - (xii) will take an active interest in the student's welfare, physical wellbeing, emotional wellbeing and progress at the School.

It is expected that only a small minority of parents will appoint an Educational Guardian via this approach. Please note that these requirements (excluding the family connection) will also apply to Educational Guardians appointed via either AEGIS or BSA.

In occasional circumstances, a close family friend may be appointed as a guardian, but this is not a recommended option. The requirements outlined above for a family member will also apply to a close family friend appointed as Educational Guardian. The family friend should expect routine phone calls and could be visited without notice, if the School has concerns over the living arrangements or the welfare of the student. The UKVI may also require every member of the household (over 16 years old) to undergo a DBS check, the costs and arrangement of which, will be borne by the family of the student who will be taken into their care.

A member of staff of the School cannot take on the role of Educational Guardian for any student at the School, even if they satisfy the above criteria.

The purpose behind these criteria for appointing an Educational Guardian is to safeguard and protect the needs of each child.

In an emergency, a member of school staff may be temporarily appointed as an educational guardian where the arrangement has been adequately risk assessed and agreed by the Designated

Safeguarding Lead and Headmistress. Amended arrangements for a student should be implemented as soon as possible and any staff appointment should be for no longer than necessary.

5. Downe House Child Student Visa Application Process

The earliest you can apply for a visa is six months before the start of the Michaelmas term.

The service charge for Newland Chase Education to assist in the visa application and issuance of CAS is currently £705.00 plus VAT, (this is subject to change and will be charged at the prevailing rate at the time of the application). This will be charged to 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 Child Student Visa policy
- Parents of all new starters will be required to make full payment of one year's school fees in advance. As fees for the 2026–27 academic year will not be confirmed by the Governors until June, and in order to meet our UK Visa requirements, our Finance Department will issue a pro forma invoice based on an estimated annual fee of £63,044 for full boarders, inclusive of all applicable taxes.
- 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.

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
	May 2025	Updated rules from UKVI re guardians	Tara Reeve
	August 2025	Updated Newland Chase charge and updated new fees	Tara Reeve
	February 2026	AML	Tara Reeve
	March 2026	Annual Review – no changes	Tara Reeve

Review Leader: Director of Admissions
 Reviewed: February 2026
 Next Review: April 2027