

# Child Student – Student Visa Policy

Brooke House College

2025/26 version

## **1. Introduction:**

This Policy document outlines the College's UKVI Student and Child Student protocols with the requirements of the Home Office UK Visas and Immigration (UKVI) service for the admittance of Non-UK students, excluding the Republic of Ireland. It is subject to change in line with changes to Government legislation.

It should be read in conjunction with

- Admissions Policy;
- Travel Policy;
- Attendance Policy;
- Boarding Policy;
- Safeguarding Policy; and
- Guardianship Policy.

## **2. CAS Issuance:**

Prior to the College issuing a Confirmation of Acceptance for Studies (CAS) it will have already completed a registration process. Certain details will have been provided at this stage. The College will undertake further checks to fulfil its responsibilities and duties the Home Office/United Kingdom Visas & Immigration (UKVI). Broadly, these will be:-

- Academic requirements;
- Financial requirements;
- Evidence of a genuine intention to study;
- The course to be studied;
- Letter of consent from parent/legal carer;
- Guardianship details; and
- Appendix D checks required by UKVI

Holmes & Partners will act as our legal representative to process all Child Student and Student applications for students attending Brooke House College and to act as the custodians of the College's Sponsor licence. This provides reassurance that the visa application process will not cause students unnecessary difficulty and that the College meets its legal obligations as a sponsor. We require parents of any child applying for a visa to work with the account management team at Holmes & Partners who will discuss their child's application and visa requirements and provide all relevant information and support.

2.1 Academic requirements will be met by use of our entrance examinations, school reports from your previous school and by interview. Transcripts of reports and any public examinations (such as iGCSE) will be requested.

2.2 Financial checks. Whether for full-board, weekly-board, flexi-board, living with a private foster carer, living with a parent or living independently, the College will need supporting evidence to demonstrate sufficient funds to pay the outstanding course fees and boarding fees for one academic year.

2.3 Genuine intention to study. References from a previous school, responses gleaned during interview and other assurances will determine this aspect of the application process.

2.4 The College will need to be reassured that the course to which the application relates is appropriate. The quality of written work, linguistic ability and other baseline testing may mean that the College suggests a pre-sessional aspect to the application prior to studying for your desired course. The College offers pre-sessional courses at year 7 – 9 entry for English improvement, pre-GCSE English for subsequent GCSE courses and IELTS study throughout years 12 & 13 for those on A Level study and the University Foundation Programme.

2.5 A letter of consent is required from the parents/legal carers to confirm that the student will be attending the College. Additionally, for a full-boarder, guardianship arrangements must be in place, which require a letter of undertaking from the nominated guardian.

2.6 All appendix D UKVI checks will be undertaken initially by the College prior to instructing Holmes & Partners to proceed with the application process. They too will undertake the Appendix D checks as best practice.

Once all checks and processes have been completed by UKVI satisfactorily, a CAS license to study will be issued by the College. This is an electronic document produced by UKVI, which will provide a reference number that is required for the visa application. The CAS is valid for six months and can only be used for studying at Brooke House College.

### **3. Visa Application**

A Child Student visa is applicable to a child between 4 and 17 years old to study at an independent school in the UK. To progress an application, an applicant must:

- have an unconditional offer of a place on a course at Brooke House College (Your CAS confirms all of this by using the CAS reference number mentioned in 2.6 above);
- be able to demonstrate sufficient funds to pay the outstanding course fees and boarding fees for one academic year; and
- have the consent of a parent or legal guardian to study and live in the UK -

If you're 18 or over, apply for a student visa and not the child student visa.

### **When to apply**

This depends on whether the application is from inside or outside the UK.

### **Applying from outside the UK**

The earliest application for a visa is 6 months before the start of a course.

It is usual to get a decision within 3 weeks.

### **Applying from inside the UK**

The earliest application is 3 months before a course starts. It is necessary to apply before a current visa expires. A new course must begin within 28 days of a current visa expiring. It is usual to get a decision within 8 weeks.

### **How long you can stay**

The length of stay depends on the applicant's age on the date of application and the length of the course.

#### **Age when you apply**

#### **How long you can stay**

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Under 16

Course length (up to 6 years) plus 4 months afterwards

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16 or 17

Course length (up to 3 years) plus 4 months afterwards

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### **When you can travel to the UK**

A student can arrive up to 1 month before the course starts, but no earlier than the start date given on the visa.

### **Staying longer in the UK**

A student may be able to:

- extend a visa if there are eligible, for example to continue studies in the UK; and
- switch to a child visa from another visa if already in the UK

### **Fees**

It costs:

- £524 to apply for a Child Student visa from outside the UK; and
- £524 to extend or switch to a Child Student visa from inside the UK

It is necessary to pay the National Health Service (NHS) surcharge as part of an application. How much depends on how long the visa lasts.

### **What a student at Brooke House College can and cannot do**

If over 16 or over, a student can:

- work part-time during term for up to 10 hours per week;
- work full-time during vacations; and

- participate on a work placement as part of a course (but not for more than 50% of a course)

**Cannot:**

- study at an academy or a local authority-funded school (also known as a maintained school) or further or higher education institution;
- get benefits;
- take a full-time permanent job or be self-employed;
- work as a professional sportsperson (for example a sports coach) or entertainer;
- apply for settlement;
- bring family members ('dependants') - if a parent wants to accompany their child, they'll need to apply for a parent of a child student visa; and
- If the application is successful, a full list of what can and cannot be done with a Child Student visa will be provided.

#### **4. After visa application is accepted**

If an application is successful, an e-Visa is issued. This is an online record of immigration status. To set up an account the online process should be followed at:-

<https://www.gov.uk/evisa/set-up-ukvi-account>.

It is necessary to link travel documents to the UKVI account. This should be the travel documents used to enter the UK.

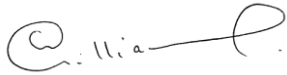
The College will require details of the travel arrangements, as outlined in the pre-arrival pack, to be collected safely upon arrival in the UK. If accompanied by an adult, as stated on the application, the adult need to be present on arrival at the border.

If not accompanied by an adult, the official at the border will check the destination and method of transport. College staff will wait in arrivals and provide further assistance.

#### **5. Arrival at Brooke House College**

Arrival at the College will be the enrolment day. Apart from a warm welcome, there will be various operational tasks to complete. The College will need copies of entry documents or details that are available using the share code from the UKVI e-visa account. The College is required by UKVI to maintain a strict process of record keeping. For safekeeping, the College will offer to store all passports in a safe place and enable appropriate access.

Once settled into the boarding accommodation, formal induction will take place organised by the Head of Boarding.

<b>Authorised by</b>	resolution of the Board of Directors
<p><b>Signed</b> </p> <p>On behalf of the Board of Directors</p> <p><b>Date</b> August 2025</p>	

### Schedule of Updates

Date document updated	Document updated by	Summary update/comments	Location of saved file
July 2025	MCO	Produced for UKVI application inspection	Teams Policies

### Schedule of Review

Date of document review	Reviewed by	Scheduled date of next review
July 2026	IS	August 2026