



KING'S BRUTON

(Comprising King's School, Bruton and Hazlegrove – "the School")

KING'S BRUTON AND HAZLEGROVE PREP SCHOOL VISA

PROCEDURE: INTERNATIONAL STUDENTS

This is a combined policy that applies to King's School, Bruton and Hazlegrove Preparatory School.

Introduction

King's Bruton and Hazlegrove Prep School is a Child Student visa sponsor, a privilege extended to us by the UK Visa and Immigration department. (UKVI).

<https://www.gov.uk/child-study-visa>

In order to uphold the duties as a sponsor we have to comply with all aspects of the immigration rules and sponsor guidance, and support immigration control by taking steps to ensure that every student at King's Bruton and Hazlegrove Prep School has permission to study in the UK throughout the whole period of their study.

Our policy and procedures for all new students include the following points:

- All students are requested to provide a passport copy at the point of applying for a place at King's Bruton or Hazlegrove Prep School.
- We identify students who will need to be sponsored due to their nationality, as per their passport/birth certificate.
- All students undergo entrance testing and an interview for a place at Hazlegrove Prep School, either in person or via Teams.
- Applicants for Kings School Bruton are all interviewed either in person or via Teams and their English ability assessed, where necessary further written tests are taken.

Child Student Visa

- Applicants are assessed based on their academic suitability for the school, as well as their English language skills (assessed by entrance testing and interview) and their intent to study (interview).

- Places at King's Bruton and Hazlegrove Prep School are confirmed by a payment of a deposit plus one term's fee for those outside of the EU. It is our recommendation for parents to take advantage of the Advance Payment Scheme, or one year's fee in advance at a fixed rate in order to satisfy UKVI financial affordability criteria.
- Prior to CAS issuance:
 - (i) All documentation, including a negative TB test certificate (if applicable), is reviewed and verified by Admissions staff.
 - (ii) All students complete a Child Student Visa Questionnaire which is checked and further information sought if necessary.
- King's Bruton and Hazlegrove Prep School issues a Confirmation of Acceptance of Studies (CAS) for new international students following the guidelines provided by the UKVI, or those changing their stage of education.
- On arrival at the School, a copy of the student's passport is taken, with visa vignette and entry stamp, or their e-visa downloaded and proof of their entry to the UK obtained
- The pupil will be 'id' checked against their passport. Travel documents are stored in the school safe for safekeeping unless needed for travel, at the request of the family.
- King's Bruton and Hazlegrove Prep School retains copies of the student's passport, proof entry to the UK, BRP or e-Visa, birth certificate with accompanying parental consent letter, as well as negative TB test certificate and proof of funds if required, as requested by the UKVI.
- King's Bruton and Hazlegrove Prep School actively monitors international student attendance and keeps up to date records of student contact details. Students and parents are reminded to update the school office of any changes to contact details or circumstances on an annual basis.
- Passport expiry dates are flagged and monitored by a formula in the spreadsheet.

Student visa

In exceptional circumstances King's Bruton and Hazlegrove Prep School will provide Student Visa sponsorship to students who are 18 when they commence their studies. These students will need to apply for a Student Visa instead of a Child Student Visa, to either start, or continue studies at King's Bruton.

Students can apply from:

- Outside the UK, the earliest you can apply for a visa is 6 months before you start your course.
- Inside the UK if an existing King's Bruton or Hazlegrove Prep School student. The earliest you can apply for a visa is 3 months before you start your course

and you must apply before your current visa expires. Further information can be found online - [Switch to Student Visa](#).

Please note, in order to apply for a Student Visa you must prove your knowledge of the English language when you apply. You must prove you can read, write, speak and understand English to a level that enables accessing the curriculum with assistance from the EAL Department.

Further information can be found online - [Study in the UK on a Student visa](#)

International Day Pupils

We will only sponsor day pupils who meet the following criteria:

- They must live within a short distance of King's Bruton or Hazlegrove Prep School with a close relative.

A close relative is defined by UKVI to comprise grandparent, brother, sister, step parent, uncle (brother or half-brother of the child's parent) or aunt (sister or half sister of the child's parent) over 18 years of age.

- The close relative must be a UK citizen or hold a UK settlement visa.
- Parents, or legal guardians of students under the age of 12 are permitted to apply for an accompanying adult visa whilst the child studies in the UK.

<https://www.gov.uk/parent-of-a-child-at-school-visa>

We request information from parents about their immigration status, or status of the close relative. We require copies of the student and parent/close relative's passport and BRP. Expiry dates are closely monitored and contact details kept up to date.

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International students with visa expiry

International students who apply with an existing visa or settlement arrangement will be required to upload their passport with the application form, as well as a scanned copy of their share code to download their e-visa.

Upon enrolment at the school, we will request to see in person and take copies of the passport and accompanying visa/proof of settlement.

If the student is a dependent, we will also ask to see and take copies of the parent's passport and accompanying visa/proof of settlement. King's Bruton and Hazlegrove School will closely monitor the expiry dates of the student (and any parent's) visas and passports, as well as keep contact details up to date by way of a termly email reminder.

Enrolment/Late Arrivals

Prior to arrival, the Admissions team will follow up with the parents/legal guardians regarding arrival dates and remind them of the right to study checks and visa monitoring process. The school will also remind parents that children have to enter the country on the remit of their visa, if they enter ahead, they are requested to leave the common area and re-enter according to their visa.

Houseparents will check the identity of the students on their arrival at the school. The documents are thoroughly checked and verified with copies taken and the information collated and updated in our tracking spreadsheet as well as stored in the student's file.

If a student does not enrol within the enrolment period, King's Bruton and Hazlegrove will report it to UKVI within 10 working days of the enrolment period ending, including the reasons for non-enrolment including late arrivals.

A student will not be allowed to start classes without us having completed their right to study checks.

Documents

The safe keeping of travel documents required to study in the UK is the responsibility of Hazlegrove Prep School and King's School Bruton. Safes are provided within the Boarding House.

We ensure parents are aware that Year11 sponsored students progressing to the Sixth Form to study will need to apply for a new visa.

We check Pupil Movement lists for changes of status from boarding to day or vice versa or pupils leaving the school before the completion of their program of studies.

Proof of exiting the UK is required for all Sponsored pupils at the completion of their studies (i.e: flight number).