



KING'S BRUTON

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

VISA MONITORING PROCESS

Introduction

The School must keep independent visa files on each international student which may be inspected by the UK Visa and Immigration (UKVI) at any time; specifically, the Admissions Team will make copies of the passport and eVisa and/or Biometric Residence Permit (BRP) for the student's file and add the details to the spreadsheet UKVI master in order to monitor passport and eVisa or expiry dates.

The Admissions Team also makes copies of the main visa holder's documents for dependent visas or Parent of Child Student visas.

Monitoring Visa Expiry

Visa expiry monitoring is the responsibility of the Admissions Departments in both schools. The Head of Admissions is given delegated responsibility in the event that the King's Registrar is on annual leave or absent from work for another reason and vice versa.

On or around the 1st of each month, the Head of Admissions/Registrar will check for any eVisa on the central Mastersheet and any family whose visas are due to expire within three months are contacted (the student and their appropriate parent(s)/legal guardian(s)) to remind them that their visa is due to expire. A copy of the email will be saved in the students file as well as any subsequent response(s).

Follow up action (2 months)

Should no response be received, a follow up email will be sent to remind the student and their appropriate parent(s)/legal guardian(s) that they must renew their visa to continue with their studies. A copy of the email will be saved in the students file as well as any subsequent response(s).

Follow up action (1 months)

If no-one has been in touch to provide the detail of the new visa, within one calendar month of the current visa expiring, this must be reported to the Student Sponsor Licence Authorising Officer, who will contact the student and their appropriate parent(s)/legal guardian(s) to advise

them of the consequences for students failing to have a valid visa. A copy of the email will be saved in the students file as well as any subsequent response(s).

Two weeks prior to the visa expiry date

At this stage if there has been no contact at all from the student or their appropriate parent(s)/legal guardian(s), it may be assumed that they have not made plans to continue their studies and will no longer hold the right to study in the UK after the date of their visa expiry. However, as long as they apply before their current visa expires they will be able to continue their studies until they receive a decision.

Final actions (Visa Expiry Date)

On visa expiry, if the student is still studying with the School for you, the Head of Admissions/ Registrar must check that the student has either obtained new permission (visa), obtained settlement, or made a valid in-time application to the Home Office (UKVI) for which they are awaiting a decision.

The actions taken will depend on whether new permission has been granted, if they are waiting for a decision on an in-time application, or if the visa has expired without a further in-time application being made. The Authorising Officer must be completely satisfied that the student has made an in-time application or an appeal/review of the decision made on their initial application, otherwise they must report the breach within 10 working days to UKVI.

Sponsored students are informed of their requirement to hold a valid visa throughout the application process and as part of their induction process to Hazlegrove Prep School.