RIGHT TO STUDY POLICY – SENIOR SCHOOL

This policy is for immigration compliance purposes and sets out the basis of who may study at Ashford School.

The School is a Student sponsor license holder and therefore must demonstrate that there are systems and processes in place to monitor and keep adequate records of pupils' immigration status.

The 'right to study' means that you are not restricted from studying at Ashford School.

Any pupil will have a right to study at Ashford School (subject to the school's normal selection and admission procedures) if:

- They are British nationals
- They are EEA nationals (and can evidence settled or pre-settled status)
- They hold an e-visa confirming that they are entitled to remain in the UK and are permitted to study under the terms of that leave.

EEA nationals arriving in the UK from 1 January 2021 will be treated the same as non EEA nationals.

Checks – pre-admission

Ashford School will request information on all prospective pupils' nationality and immigration status pre-admission.

Evidence of a pupil's nationality and immigration status may be requested and held on file if deemed appropriate.

Where a pupil is identified as possibly being subject to immigration control, evidence of nationality and immigration status may be obtained for the pupil and parent where necessary.

Nationals from outside the UK will be asked if they require a visa under the Student routes.

Passport details will be required to support a visa application and to assign a Confirmation of Acceptance of Studies (CAS). Copies of documents relied upon will be retained.

Where there is an application for entry clearance, or permission to stay where the child has been in the UK for less than 12 months on the date of application, the applicant must show evidence of the required funds.

A Tuberculosis Certificate may need to be obtained.

Information may be shared with UKVI.

Parents will be asked to formally consent to:

- the application
- living and care arrangements in the UK
- the applicant's travel and reception arrangements in the UK.

The intended carer (if the applicant will be living with a close relative or private foster carer) must also provide consent in writing.

If the applicant will be living with a private foster carer, evidence of notification to the relevant local authority must be provided.

Checks – on enrolment

Pupils will be asked to provide their original current passport and a share code (where applicable) upon enrolling. Copies will be taken. Passports will be stored securely in the Boarding House and signed in and out to ensure security.

Pupils may be asked to provide their parent's original current passport and share code upon enrolling. Copies will be taken.

If a pupil is in the UK as a dependent on their parent's visa, the school will request copies of the share code or e-visa and diarise the date of expiry to ensure continuity of the right to study, if applicable.

Mandatory checks and records

Ashford School will keep a copy of the following in order to comply with the terms of the sponsorship license.

- Copy of each sponsored pupil's current passport pages showing all personal identity details.
- Copy of the pupil's Biometric Residence Permit.
- Tuberculosis Certificate, if applicable.
- Record of the pupil's absence and attendance. (This is kept electronically with a note on the pupil's file to indicate where to find the information.)
- A history of the pupil's contact detail to include UK residential address, mobile and home telephone number.
- When a pupil is living in foster care, details of the name of the foster carer and of the address where the foster carer and the pupil will be living will be given to the relevant local authority in whose area the child will be living.

Ongoing duties

Pupils will be asked at various times to produce their original current passport and for ongoing monitoring purposes.

Pupils will be asked to sign a statement of their responsibilities under the student visa programme and a copy of this will be held on their file.

Parents must ensure that travel arrangements and contact details are communicated to the Registrar at least 72 hours before first arrival and prior to the end of term and the beginning of each holiday period. This should include details of where a student is for the duration of their time in the UK including all school holidays. It is important that any address the student is staying at is provided in writing to the Registrar along with parental consent for the student to stay there. The School reserves the right to cross check travel arrangements or request further evidence from parents/guardians.

Parents must ensure that they are meeting the school's guardianship requirements, even where an agency is used. Any change of guardian must be notified to the school immediately.

Non-compliance with the school's policies, including this Right to Study Policy, may lead to the contract being terminated.

Expired leave

If a pupil's leave to study expires the pupil's parent or guardian will be contacted.

Notification will be given to the UKVI visa team and the contract will be terminated.

Where a pupil does not have valid leave to continue to study the contract will be terminated.

Policy review

This policy will be reviewed on a regular basis to ensure it remains compliant with the Student and Child Student Sponsor Guidance and Immigration Rules as well as good sector practice.

N Creasey
November 2025

Please sign below to indicate your agreement and acceptance of the requirements outlined in the Right to Study Policy

Name of child		
Signed	Print Name	Date
	Relationship to child	
Signed	Print Name	Date
	Relationship to child	