



LATHALLAN SCHOOL

STUDENT VISA SPONSORSHIP POLICY

General

Lathallan welcomes applications from international students and is a registered sponsor for students. This policy reflects the prevailing guidance from the Home Office and will be refreshed periodically to ensure it remains up to date.

In all aspects of this activity the school must:

- Act honestly in all dealings with the Home Office including disclosing all relevant information when applying for a licence or assigning a CAS.
- Comply with all aspects of the Immigration Rules and sponsor guidance, and ensure every sponsored student has permission to study in the UK throughout their whole course.
- Achieve and maintain the required rating following a statutory education inspection or Educational Oversight inspection.
- Ensure at least one Level 1 SMS user is in place throughout the life of the licence, and that the account is accessed regularly. This responsibility will sit with the School's Admissions Officer

Sponsorship Routes

Lathallan is eligible to offer a CAS (Confirmation of Acceptance for Studies) for both child student and student categories:

- A Child Student can be between the ages of 4 and 17
- A Student must be aged 16 or over

There are different requirements for child students and students so all those involved must be mindful of which type of CAS an individual has been allocated.

The school's Admissions Officer is responsible for:

- maintaining Lathallan's student sponsor status;
- managing the annual CAS allocation;
- completing the annual Basic Compliance Assessment.

The parents/legal guardian of the student are responsible for the visa application once the CAS has been allocated.

Boarding/Day Pupil

This policy is written in the expectation that any sponsored pupil will be a full boarding pupil at Lathallan. By default, it is expected that the child will always be present at school during term-time

with a nominated guardian for exeat weekends and holiday periods. Should an application be received for a day pupil the relevant government guidance must be consulted to ensure the appropriateness of living arrangements.

Curriculum

It is assumed that any child joining Lathallan will follow the standard Lathallan curriculum, studying to sit National 5 exams in S4 and then Highers/Advanced Highers in S5/S6. Following such a curriculum should by default match the CAS course suitability requirement.

Staff responsibilities

The key staff involved in the management of students under this scheme include the headmaster, admissions officer and houseparent. Other staff, by nature of their wider roles within the school may as a consequence support compliance.

Reporting Duties

Lathallan has a duty to report (via the SMS portal) any errors, omissions or changes relevant to the CAS including:

- If the student has been granted leave with incorrect conditions of stay (e.g., mistakenly granted permission to work).
- If anything previously reported through the SMS is discovered to be incorrect.
- To report any changes to a Student or Child Student's circumstances
- To report any changes that affect the Student sponsor licence
- Providing details of any third party (in the UK or overseas) that helped recruit students.
- If requested, to complete and send a spreadsheet detailing sponsored students and their current addresses to UKVI electronically within 21 days of the request.

All staff involved must take responsibility for any reportable items, with the Admissions Officer responsible for updating the SMS portal.

Checklists

Three checklists are appended to this document to support staff fulfil their responsibilities in this area. The checklists cover:

1. Safeguarding and Child Student Care Arrangements
2. Confirmation of Acceptance for Studies (CAS) application
3. Record-Keeping Duties

Checklist 1. Safeguarding and Child Student Care Arrangements

The wellbeing of the child is of paramount importance- Lathallan must satisfy itself that all proposed care arrangements are appropriate prior to the submission of the CAS application. Student wellbeing more widely is covered by the school's existing Child Protection and Health and Wellbeing policies.

Item	Requirement	Person responsible	Status
Care Arrangements	Be satisfied that appropriate care, living, and guardianship arrangements are in place for the child's safety.	Admissions Officer/Headmaster	
Parental Consent Letter	Retain a copy of the letter from the child's parent(s) or legal guardian giving consent to the arrangements for the child's application, travel, reception, and care arrangements in the UK.	Admissions Officer	
Guardian/Carer Status	If the Child Student is living with a close relative, private foster carer, or nominated guardian, check that person is British citizen or settled in the UK	Admissions Officer	
Guardianship Organisation Check	If a guardianship organisation is involved, ensure their letter of undertaking confirms that all guardians used have a current PVG check	Admissions Officer	
Letter of Undertaking (Carer)	Retain a copy of the letter of undertaking from the close relative, private foster carer, or nominated guardian, detailing their contact information, living arrangements, relationship, agreement to care, and details of others living with them.	Admissions Officer	
Change in Care	Retain copies of new parental consent letters or letters of undertaking if there is a change in care arrangements.	Admissions Officer	

Checklist 2. Confirmation of Acceptance for Studies (CAS) application

The CAS application will be processed by the School's Admissions Officer. A CAS cannot transfer from a previous sponsor organisation to Lathallan, a new application will be required. The required evidence required will be requested as part of the applications process but important considerations are listed below:

Item	Requirement	Responsible Officer	Status
Age Requirement	Ensure the applicant will be aged 4 to 17 years old on the date of application (child student)	Admissions Officer	
CAS Validity	CAS reference number must be issued no more than 6 months before the date of visa application	Admissions Officer	
Course Compliance	Ensure the course is either taught in accordance with the National Curriculum or RQF (this will be the case if following a standard Lathallan timetable)	Admissions Officer	
Course Duration	Check maximum course duration of 2 years for student applicant is not exceeded (does not apply to child student)	Admissions Officer	
Financial Details on CAS	The CAS must state the cost of accommodation and fees, and any payments already made, so the financial requirement can be assessed	Admissions Officer/School Bursar	
English Language (not applicable to child student applications)	Ensure the student meets the minimum English language requirement (National 5 English for a continuing student will suffice)	Admissions Officer/Headmaster	
Academic Progression (not required for child student or a student making their first student application)	If required, assess and document how the new course represents academic progression from previous study.	Admissions Officer/Headmaster	
Evidence Box (Living)	Confirm the permitted living arrangement the Child Student will enter when they are in the	Admissions Officer	

Item	Requirement	Responsible Officer	Status
	UK in the CAS evidence box section.		

Checklist 3. Record-Keeping Duties

The list below provides details of any other documents/information required for each individual. All documents should be retained for the entire period of sponsorship and until the **earlier** of one year after sponsorship ended, or a compliance officer has examined and approved them.

Item	Requirement	Person Responsible	Status
Student's Passport/Visa	Retain a copy of the student's current passport (all pages with ID, biometrics, stamps, or immigration status).	Admissions Officer	
Entry Date	Check and record the date the student entered the UK, using e-tickets or boarding passes if no entry stamp is present. This date must be on or after the permission start date.	Admissions Officer	
Digital Status	Where a student has an eVisa (digital status), keep an electronic copy of this using the 'view and prove' service.	Admissions Officer	
Visa Expiry	Monitor the visa expiry date for all students to ensure all are legally allowed to be in the UK	Admissions Officer	
Attendance/Engagement	Maintain a record of the student's absence/attendance in line with the Attendance and Engagement Policy	School Office	
Contact Details	Maintain an up-to-date history of the migrant's contact details, including UK residential address, telephone number, and email address.	School Office	
Admissions Evidence	Retain copies of any evidence assessed as part of the offer process (e.g., references, examination certificates, interview records).	Admissions Officer	
Arrival Checks	Record the Child Student's arrival date, the identity of the person collecting them, and the accommodation arrangements if not proceeding directly to the school.	Houseparent	

Item	Requirement	Person Responsible	Status
Travel/leave/holiday arrangements	Record the Child Student's travel plans, including the identity of the person collecting them, and the accommodation arrangements when leaving the school's care.	Houseparent	
Safekeeping of Passports	If holding a passport for safekeeping (only for under-18s), ensure the child can access it at any point and that written parental permission is on file.	Houseparent	