



CATERHAM  
SCHOOL

## **Caterham School - Child Student Visa**

### **Visa Sponsorship and Immigration Compliance**

Caterham School is proud to be a licensed sponsor under the Student and Child Student visa routes. We comply fully with UK immigration legislation and UK Visas and Immigration (UKVI) sponsor guidance. Our priority is to ensure that every pupil sponsored by the School has the correct immigration permission to study in the UK throughout their time at Caterham.

As part of our sponsor duties, we are required by UKVI to verify and retain records of the immigration status of all pupils, whether day or boarding and regardless of nationality. Families must therefore provide a copy of their child's passport and, where applicable, evidence of their immigration status (such as an eVisa or other visa documentation) during the admissions process. All information is stored securely in accordance with the Data Protection Act 2018 and the School's Privacy Notice.

Parents applying for a Child Student visa must follow this guidance carefully. Failure to provide accurate information or documentation may delay the visa process and could affect the pupil's ability to start school on time.

As a licensed Student Sponsor, the School must carefully manage its immigration compliance obligations. This includes ensuring that applicants meet UKVI requirements and that appropriate documentation and safeguarding arrangements are in place before sponsorship can be offered.

The School reserves the right to withhold the issuance of a Confirmation of Acceptance for Studies (CAS) if required documentation, financial evidence or safeguarding arrangements do not meet UKVI requirements or the School's compliance procedures. In certain circumstances the School may seek external immigration advice. Where this is necessary, the School reserves the right to recover associated legal costs from the parents or fee payer.

We take safeguarding very seriously. The whereabouts and welfare of sponsored pupils are monitored by our boarding houses in accordance with the School's safeguarding policies and UKVI sponsor guidance.

## **Eligibility for a Child Student Visa**

Children who are not British or Irish citizens and who do not have another form of valid immigration permission to live in the UK (such as Indefinite Leave to Remain or EU Settlement Scheme status) must apply for a Child Student visa.

Caterham School can only sponsor pupils who will be boarding at the School (either full or weekly boarding). Pupils studying as day pupils or half-weekly boarders cannot normally be sponsored under the Child Student visa route.

## **Visa Application Process**

To apply for a Child Student visa, the following must be in place:

- An unconditional offer from Caterham School
- Confirmation that sufficient funds are available to cover tuition and boarding fees
- A signed parental consent letter confirming the visa application, travel arrangements and care arrangements in the UK
- Appropriate guardianship arrangements in place for the pupil while in the UK
- A signed Letter of Undertaking from the nominated guardian

Once the offer has been accepted, the Admissions Department will carry out the necessary compliance checks. A Confirmation of Acceptance for Studies (CAS) reference number will only be issued once all required documentation has been received and the School is satisfied that the pupil meets UKVI immigration requirements and the School's sponsorship compliance procedures.

As part of our sponsorship duties, the School must also be satisfied that applicants are genuine students who intend to study at Caterham School and comply with the conditions of their visa.

The CAS number must then be used when applying for the Child Student visa.

For full details on the visa application process, including the online application form, please visit: [Child Student visa: Overview - GOV.UK](#)

## **Agents Partners & use of Educational Consultants**

Caterham School is a licensed Student Sponsor. To ensure compliance with UK Visas and Immigration (UKVI) requirements, we operate the following framework for third-party involvement:

### **Registered Agent Partners**

Most international families work with our Registered Agent Partners. These agencies have formal agreements with the School and are trained on our admissions and compliance standards. In accordance with the UK Government's Agent Quality Framework (AQF), only Registered Partners are recorded as recruitment agents on a pupil's Confirmation of Acceptance for Studies (CAS).

### **Independent Educational Consultants**

Families may choose to appoint private consultants or advisors to guide them or act as their intermediaries. Please note that these individuals have no formal recruitment or contractual relationship with the School, and will not be listed as an "Agent" on the pupil's CAS for UKVI purposes. If using an independent educational consultant, families will arrange for applicants to sit entrance assessments at a British Council office or an approved independent exam centre.

### **Information for New Agents**

We are not currently entering into new formal recruitment agreements. While we may accept referrals from non-registered agents if they are chosen by families as their independent consultants, we only provide formal CAS recognition to our established Registered Agent Partners.

### **Visa Application Timing**

Applications made from outside the UK can normally be submitted up to 6 months before the course start date. Visa decisions are typically made within three weeks, although processing times can vary depending on the country of application.

Applications made from within the UK can normally be submitted up to three months before the course start date. The applicant's current immigration permission must still be valid, and the new course must begin within 28 days of the current visa expiring.

Visa processing times can vary, and families are strongly advised not to make travel arrangements until a visa has been granted.

Pupils must not travel to the UK before the start date listed on their visa.

### **Guardianship and Safeguarding Requirements**

UKVI requires all Child Student visa applicants to have suitable care arrangements in place while they are in the UK.

During term time, pupils will normally live in the School's boarding houses. During school holidays, exeat or periods when the School is closed, pupils must stay with a parent, nominated guardian or another arrangement permitted under UKVI rules.

Parents must nominate a suitable guardian in the UK who can take responsibility for the pupil when they are not in the care of the School. The guardian must provide a signed Letter of Undertaking confirming their responsibilities.

The School must be satisfied that the proposed guardianship arrangements meet UKVI safeguarding requirements before issuing a CAS. For full details on guardianship requirements and acceptable arrangements, please visit our website: [Guardianship - Caterham School](#)

## **Financial Requirements**

Visa applicants must demonstrate that sufficient funds are available to cover tuition fees, boarding fees and appropriate living arrangements for the first year of study in the UK.

Although some nationalities are not normally required to submit financial evidence with their visa application, UKVI may request this evidence at any time. Families must therefore ensure that they are able to provide the required documentation if requested.

As part of our responsibilities as a licensed Student Sponsor, Caterham School reserves the right to carry out additional financial checks before issuing a Confirmation of Acceptance for Studies (CAS). This may include requesting evidence of funds or requiring payment of tuition and boarding fees in advance.

These requirements form part of the School's immigration compliance procedures and may vary depending on individual circumstances.

The School may decline to issue a CAS where financial or documentation requirements are not satisfactorily met.

## **Immigration Health Surcharge and Visa Fee**

All Child Student visa applicants must pay the Immigration Health Surcharge (IHS) and a visa application fee as part of their visa application.

Payment of the Immigration Health Surcharge allows access to the UK's National Health Service during the period of study.

For the latest visa fees and Immigration Health Surcharge costs, please visit:

[How much you have to pay - GOV.UK](#)

## **Visa Interviews**

Applicants aged 16 or 17 may be invited by UKVI to attend a credibility interview as part of their visa application. During the interview, applicants may be asked about their reasons for studying in the UK, their knowledge of Caterham School and their living arrangements while studying.

## **Digital Immigration Status (eVisa)**

Successful visa applicants will receive a digital immigration status (eVisa) rather than a physical Biometric Residence Permit (BRP).

The eVisa is linked to the passport used in the visa application and can be accessed through the UKVI online account. Parents must provide the School with a share code so that we can verify and retain a record of the pupil's immigration status as part of our sponsor compliance duties.

Further information can be found here: [eVisas](#)

### **Visa Administration Charge**

A visa administration fee of £400 will be added to the first term's invoice. This charge covers visa compliance procedures, including the preparation and issuance of the Confirmation of Acceptance for Studies (CAS).

### **Contact Us**

If you have any questions or require further guidance, please contact our Admissions Team:  
Email: [admissions@caterhamschool.co.uk](mailto:admissions@caterhamschool.co.uk)