

RIGHT TO STUDY CHECKS

1. Introduction	2
2. Pre-admission checks: ALL PUPILS	2
3 Enrolment checks -International students with visa expiry	3
4 Enrolment checks: SPONSORED PUPILS ONLY	3
5 Periodic Checks on Existing Pupils	4

VERSION CONTROL	
Title(s):	Right to Study Checks
Owner:	Marie de Tito Mount (Chief Executive Officer)
Author:	Eliz Gurler (Compliance Manager)
Date of Approval of this version:	August 2025
Next Review Date:	August 2026
Version Number:	2.00



"One of the most consistently high-achieving independent schools in Britain" Sunday Times Schools Guide

Hickman Road, Penarth, Vale of Glamorgan, CF64 2AJ | +44 2920 705 705 | westbourneschool.com
Company Number 05738029

Procedure on conducting right to study checks

1. Introduction

1.1 Westbourne School (the school) is licensed under the Child Student and Student route of the based system of immigration to sponsor pupils from outside the United Kingdom and Ireland who wish to study at the School for courses of more than six months' duration.

1.2 One of the guiding principles of the points-based system is that sponsorship is a privilege and not a right. In order to maintain and retain the privilege of holding a sponsor licence (and to benefit from migration which it enables) the Home Office and UK Visa and Immigration (UKVI) requires sponsors to fulfil certain duties.

1.3 UKVI's guidance to sponsors outlines the general duties with which sponsors must comply, one being that a sponsor has a duty to:

"Comply with all aspects of the Immigration Rules and sponsor guidance, and support immigration control, including by taking steps to ensure that every student at your institution has valid permission to study in the UK throughout the whole period of their study."

1.4 Guidance also lists examples of serious breaches of sponsorship duties which could result in compliance action being taken against a sponsor, which ultimately could include licence revocation. That list includes the following:

Operating in a manner that poses a threat to immigration control, such as failing to take steps to ensure that students from outside the United Kingdom and Ireland have leave to remain in the UK.

1.5 For these reasons it is extremely important that the School take steps to:

1.5.1 identify all prospective and current pupils from outside the United Kingdom and Ireland; and

1.5.2 check that they have the right to be in the UK and to study throughout the period that they are studying with us.

1.5.3 record, retain and update this evidence in line with UKVI sponsor guidance for audit purposes.

2. Pre-admission checks: ALL PUPILS

2.1 We have in place processes to identify those pupils who will be subject to immigration control, whether they are sponsored by us under Child Student or Student, or have limited leave to remain under a different immigration category.

2.2 Initial indications as to each prospective pupil's immigration status are obtained through our admissions process by way of specific questions and evidence requirements relating to the pupil's nationality and immigration status in the School's registration form. This includes requesting a passport copy on application.

2.3 The School specifically requests all prospective pupils to disclose and provide evidence (such as a copy of their passport and their digital immigration status share code or eVisa) in relation to:

2.3.1 Nationality;



2.3.2 whether they require sponsorship by us if they are from outside the United Kingdom and Ireland; and

2.3.3 If not, the basis on which they are entitled to study in the UK, e.g. they have been issued a visa as the dependent child of someone with limited leave to remain in another immigration category.

2.4 The School reserves the right to request further information about a prospective pupil's immigration status and to share that information with UKVI. We will request further information if we are uncertain about a prospective pupil's immigration status or if the information submitted by the pupil or parent indicates they might be subject to immigration control (for example, if addresses from outside the United Kingdom and Ireland are provided).

2.5 Where a pupil from outside the United Kingdom and Ireland has entered, or is to enter, the UK under a non-Child Student category (for example, as a Skilled Worker dependent), in addition to the prospective pupil's documents, we also ask that parents provide a copy of their passport and eVisa. The School reserves the right to request further information about the immigration status of the parent(s) of a prospective pupil and to share that information with the UKVI. We will request further information if we are uncertain about the immigration status of the parent(s) of a prospective pupil.

2.6 Where prospective pupils cannot provide acceptable evidence of right to study, the School will not proceed with admission until status is clarified.

3 Enrolment checks -International students with visa expiry

3.1 In addition to pre-admission checks described above, the School carries out additional checks on enrolment of pupils who are from outside the United Kingdom and Ireland and who the School is not sponsoring.

3.2 We inspect both the pupil's original current passport and accompanying visa to confirm the information given by the pupil at the pre-admission stage.

3.3 Copies are taken of the pupil's original current passports and accompanying visa showing all personal identity details , proof of entry to the UK and their entitlement to study at the School. Copies are also taken of any accompanying parent passport and visas.

3.4 In the absence of an immigration stamp in the pupil's passport relating to their entry to the UK, we require pupils to provide their travel ticket to the UK or boarding card.

3.5 If a pupil has not been granted leave which covers the entire duration of the time they will be at the School, we make a record of the date of expiry of the pupil's leave and this is monitored closely throughout the duration of their studies at Westbourne. Parents are reminded three months before visa expiry to provide updated immigration evidence.

4 Enrolment checks: SPONSORED PUPILS ONLY

4.1 We are obliged to carry out certain mandatory checks and retain records in relation to each pupil that we sponsor.

4.2 We inspect each sponsored pupil's original current passport and accompanying visa to check that the pupil is entitled to study at our School in the UK and that all information contained on their visa is correct. The expiry date of the visa is checked and noted.



4.3 Copies are taken of the pupil's original current passports and/or immigration status document accompanying visa showing all personal identity details and including biometric details, leave stamps and proof of entry to the UK and their entitlement to study at the School.

4.4 In the absence of an immigration stamp in the pupil's passport relating to their entry to the UK, we require pupils to provide their travel ticket to the UK or boarding card.

4.5 The Home Office requires sponsors to maintain a history of each sponsored pupil's contact details whilst they are in the UK. This includes details of their residential address in the UK, a telephone number, mobile telephone number and next of kin details. This information is updated at the start of term and immediately on notification of any change.

4.6 The School is required to keep a record of each sponsored pupil's absence and attendance at the School. This requirement is met by the School marking the pupil's attendance/absence at daily registration, in line with prevailing pupil registration regulations. Unexplained absences are followed up within the same day and reported to UKVI if the absence threshold in sponsor guidance is met.

4.7 The school is required to keep a copy of the letter submitted by each sponsored pupil's parents or legal guardian confirming their consent to the pupil's visa application and arrangements for travel to, living arrangements and reception and care whilst in the UK. The School also requires a copy of evidence demonstrating the relationship between the sponsored pupil and his/her parents/legal guardian. The School retains these documents on the pupil's file.

4.7 The school keeps on file copies of all documentation used to issue the CAS, including interview notes, financial due diligence and decision records.

5 Periodic Checks on Existing Pupils

5.1 The overriding principle is that schools are required to take steps to prevent a situation arising where they continue to teach pupils who do not have valid leave to be in the UK. We do this by carrying out the checks listed above before pupils commence their studies.

5.2 UKVI expects schools to know the immigration status of all pupils. We meet this requirement by maintaining a record of nationality of each pupil which also contains details of the immigration status of all pupils from outside the United Kingdom and Ireland.

5.3 The School will periodically review pupil files of currently enrolled pupils to ensure that we hold information about their current immigration status. If this information is found to be missing following review, the School reserves the right to request proof of immigration status. Periodic checks take place at least once every academic year.

5.4 Parents must inform the School if their child's immigration status changes.

5.5 The School will terminate the education of a pupil who has no legal grounds to be educated in the UK. UKVI will be informed immediately in such cases.

