



WESTBOURNE SCHOOL

STUDENT TRAVEL ARRANGEMENTS PROCESS (UKVI)

Introduction	1
Travel Arrangements	2
Recording	2

VERSION CONTROL	
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Introduction

Westbourne School is a Child Student visa sponsor and a Student visa sponsor, a privilege extended to us by the UK Visa and Immigration department. (UKVI).

In order to uphold our duties as a sponsor we must:

- Ensure that we have an up to date Parental Consent Letter for all students from their parents or legal guardians which consents to the arrangements for the child's travel arrangements whilst in the UK¹; and
- Record the travel arrangements for our students.

Travel Arrangements

In advance of term start/end, we contact the Parent(s)/Legal Guardian(s) to discuss the arrangements required. This includes:

- Outbound/Inbound Dates
- Outbound/Inbound Flight or Travel Time
- Outbound/Inbound Airport or Station
- Outbound/Inbound Dates Terminal
- Outbound/Inbound Flight number(s)
- Outbound/Inbound Flight tickets
- Arrival/Departure Airport/Stations
- Whether a transfer from Westbourne School is required
- Arrival/Departure Contact Name and Details

Recording

Once the details are returned to us we upload the data to our Student Travel Transfer Information spreadsheet, in line with our [Overseas Travel Risk Assessment](#), alongside other information collected including:

- Student Type
- Year Group
- Outbound/Inbound Transfer requirements:
 - Outbound/Inbound Transfer Type
 - Outbound/Inbound Driver (DBS Checked) Contacts Details
 - Outbound/Inbound Pick Up Location
 - Outbound/Inbound Pick Up Time
 - Outbound/Inbound Drop Off Location

We then have a full understanding of the student travel movements including if they are remaining within the UK and are able to present this information if required.

¹ Sponsors of a child under the age of 18 must keep a copy of the letter from the child's parents or legal guardian, or just one parent if that parent has sole legal responsibility for the child. This should consent to the arrangements for the child's application, travel, reception and care arrangements in the UK. Children aged 16 and 17 have the legal right to live independently in the UK, and may make their own arrangements for accommodation, but they need the consent of their parent(s)/legal guardian to do this and to travel to the UK (if applying from overseas).
<https://www.gov.uk/government/publications/student-sponsor-guidance>

