



**WESTBOURNE
SCHOOL**

CHILD STUDENT VISA

Visa Application Guidance for Sponsored Boarding Students

Welcome to Westbourne

Westbourne School (Sponsor Licence Number: H5BJB8U21) is a Child Student visa sponsor, a privilege extended to us by the UK Visas and Immigration (UKVI). <https://www.gov.uk/child-study-visa>

For your child to be permitted to study in the UK, they will require a Student Child visa. In order for us to successfully support a visa application please read the advice below very carefully.

Westbourne School will issue a **Confirmation of Acceptance for Studies (CAS)** number no sooner than 6 months prior to the course start date. No UK school is permitted to provide a CAS number any earlier than this. The CAS number confirms to UK Visas and Immigration (UKVI) that your child has been accepted to study at Westbourne.

A CAS will not be issued unless Westbourne School is satisfied that suitable care arrangements are in place. As the school acts as the Educational Guardian, this requirement is met during term time and half-term breaks. However, parents must arrange and notify the school of care arrangements for full school closures, such as Christmas and summer holidays, where the student is not returning home.

Certain documentation is required in order to issue a CAS. A full list of documentation required will be included in this guide.

Keeping the school informed

Receiving a decision from UK Visas and Immigration

As soon as you have received a decision from UKVI about your child's visa application, please inform me & the Admissions Office: admissions@westbourneschool.com.

Travel arrangements

Please provide arrival / travel information to me & Mrs Clare Leach (enquiries@westbourneschool.com) in due course.

Should you require any assistance with your application, please contact the Admissions Team who will be happy to help. Please note: our team are happy to answer questions where possible but cannot provide immigration advice.

Finally, we very much look forward to welcoming you to Westbourne.

Best regards,

Eliz Gurler

Compliance Manager

elizgurler@westbourneschool.com



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Part A: Visa Application Guide

Important Note

*This guidance is provided by the School for information purposes only and is not official guidance provided by UK Visas and Immigration. It is general guidance that is not intended to amount to legal or other professional advice. **It should not be treated as a substitute for obtaining independent legal immigration advice relevant to your circumstances.** Where this guidance contains links to websites and resources provided by third parties, these links are provided for information purposes only and the School has no control over, nor takes any responsibility for, the content of any such websites or resources. The School makes no representations, warranties or guarantees, whether express or implied, that the content of this guidance is accurate, complete or up to date. You are advised to obtain legal or other professional advice if you require assistance with specific immigration queries. Westbourne School shall not be liable for any loss or damage arising out of, or in connection with, any use of or reliance on this guidance, or any websites or resources referred to in it.*

For non-standard applications, (eg: requiring translation and or verification of bank statements; or requesting an 'accompanying parent' visa) we reserve the right to engage Newland Chase Education, immigration legal specialists, to support the application process. This will likely incur a charge of £750. Should this be necessary, this will be discussed with you in advance. There is otherwise no charge for Westbourne to issue a CAS.

Introduction

If your child is aged between 4 and 17 years of age and is to be educated in an independent fee-paying school, you need to apply for a Child Student visa (under the UKVI points-based system) on their behalf.

Your child must be able to show UKVI that they meet the full requirements of the immigration rules and that you as parents have enough money to cover the course fees and monthly living costs to stay in the UK whilst they are studying at our School.

Information on applying for a visa is available at <https://www.gov.uk/child-study-visa>. The information in this part will guide you through the criteria listed on the UKVI website.

Overview

- **"have an unconditional offer of a place on a course at an independent school"**

By coming to Westbourne School for full time education, your child has a "place on a course". The CAS reference number provides your child with an official, unconditional offer of a place on a course and will act as evidence of this when prompted during the online visa application.

- **"be able to show you'll have access to enough money to support you in the UK and pay for your course"**

As a boarding pupil, "money to support you... and pay for the course" means school fees. School fees, in your child's case, include both course fees and living costs. Your child must be able to show school fees to the value of one year's fees. **This can be evidenced in 2 ways:**

1. **School fees paid in full in advance of your child's application (the easiest recommended option)**



We strongly advise parents to pay the Advance Payment Scheme (APS) to provide clear evidence of funds to the UKVI. If a minimum of one year is paid in advance you will not be required by the UKVI to provide personal bank statements as part of the visa application. **This is the lowest risk approach to obtaining a visa.**

2. Proportion of school fees paid in advance of your child's application

If you have only paid a proportion of the school fees for the first year, you will need to show evidence of the remaining balance in accordance with [Proving available funds to UKVI](#).

Proving available funds to the UKVI

You'll need to show you have the required amount of money held in a **private bank account for a period of 28 days, dated from the 31 days before you submit the visa application**. Business accounts are not accepted as suitable evidence. You can provide:

- Personal bank statements
- Building society passbooks
- Certificates of deposit
- A letter from your bank or building society

Your bank statement should show information like:

- The date it was issued
- Parent/legal guardian or student name
- The name of the bank or building society
- Balance on the account

You can provide a download of electronic bank statements as long as it has this information. You do not need to have these stamped by the bank.

Letter from the bank or building society

The letter must show:

- Parent/legal guardian or student name
- The account number
- The date of the letter
- The financial institution's name and logo the amount of money available; and
- That there is enough money in the account to cover course / remaining balance of course fees and living costs.

The bank statement(s) or evidence you use to show the funds have been held for 28 days must be from the 31 days before you submit your application. The 28 days is calculated from the date of the last transaction in the last dated bank statement.

- ***"have the consent of your parent or legal guardian to study in the UK - you'll need to prove this when you apply"***

All parent(s) / legal guardian(s) must complete the Parent / legal guardian consent letter included in this guide and submit with the visa application.



Important: The application must be supported by both parents or a legal guardian, or by just one parent if that parent has sole legal responsibility for the child. It is important that the correct people sign the letter.

You must attach a notarised copy of your child's birth certificate, adoption certificate or other court document to the letter as proof that you are their parent(s) / legal guardian(s).

A copy of the letter and a copy of the notarised copy of the relevant birth certificate, adoption certificate or other court document must also be sent to the admissions office at our School as UKVI require us to hold a copy on file.

Part B: Preparing Application Documents

Westbourne School requires a copy of **all documents** listed below prior to the CAS issuance. Please email them to elizgurler@westbourneschool.com

1. **Clear copy of current passport** – the passport must also have a blank page for the visa.
2. **TB test certificate** – this must have been taken at a **UKVI approved test centre**, within 6 months of the start of the course for certain countries (please refer to the [UK Gov website](#)), ie: **after** 1 March prior to a 1 September start. NB: If the TB test certificate comes in a sealed envelope, **do not** open the envelope and let the school know immediately.
3. **One year's school fees or evidence of funds** – the UK government requires evidence that you have enough available funds in your personal bank account to cover one full year's fees. See above Proving Available Funds to the UKVI.
4. **Signed parental consent letter** - included in appendix below. Both biological parents are required to sign, however should this not be possible, we will be required to ask for custody documentation/court orders.
5. **Birth certificate** – proof of parental relationship. If the birth certificate is not in English, this must be accompanied by a certified English translation.
6. **Completed Previous Study Questionnaire** – will be provided via email. This is for Westbourne School use only. You **do not** need to submit this with the visa application online.
7. **Confirmation of Living Arrangements** - Issued by Westbourne School via Email

Once we have received all documents to our satisfaction, then we will commence processing the CAS. For September applicants this will be processed during June-

Part C: Applying for the visa online

The Child Student visa application must be completed online at [Child Student visa: Apply - GOV.UK](#)

Please complete the online application form using the information provided on the CAS.

Westbourne School's Sponsor License number is: H5BJB8U21

Please use the school's address as per the CAS for the accommodation address.

- **Living Arrangements outside of term time**



Westbourne School acts as the Educational Guardian for all international boarding students. This includes emergency care and welfare oversight during term time and half-term breaks when the school remains open. This arrangement does not extend to full school closures where students must return home, or:

- Stay with you (the parent/legal guardian), if you're visiting the UK.
- Go on a school-organised trip.
- Stay with a friend over a weekend if you give written consent.

However, during full school closures, e.g. Christmas, Easter, and summer holidays, if your child is not returning home, and is not joining a school-organised trip or staying with a parent/legal guardian in the UK, you must appoint a Nominated Guardian. This person must meet UKVI's requirements and be approved by the school in advance.

If your child is under 16 and will stay with a non-relative for 28 days or more, (during the Summer Holiday for example) this constitutes a private fostering arrangement under UK law. The local authority must be notified at least 6 weeks in advance, and evidence of this notification must be shared with the school.

For your visa application:

1. If you have **not** required to arrange a nominated guardian, please note the following:
 - In the section titled **"Living arrangements outside of school"**, where it asks:
"Who will you be living with when you are not at school?"
→ Please select: ***"I will not be living with anyone outside of school terms."***
 - For the accompanying text box, please include the following explanation:
"Westbourne School is acting as my emergency contact during term time and half-term breaks. I will return home during full holiday closures (e.g. Christmas and summer breaks)." "Westbourne School is acting as my Educational Guardian during term time and half-term breaks. I will return home during full school holidays or stay with a Nominated Guardian approved by the school."

A formal letter confirming this arrangement will also be provided by Westbourne School to support your application.

Please also take a screenshot of the accommodation choices page when submitting the visa application and share the screenshot with elizgurler@westbourneschool.com. In addition, once the application is complete, please download and share the full application form with us.

2. If you choose to arrange a **nominated guardian** for your child outside of term-time, please notify the school as soon as possible. You will need to provide:
 - Full contact details of the guardian.
 - The parents or legal guardian must confirm the nature of the relationship between the child's parents or legal guardian and the intended carer where the intended carer is a close relative, including close relatives acting as nominated guardians, and details of where the applicant will be staying. The information can be included within the **parental consent letter**, or as a separate letter.
 - **Letter of Undertaking** - Please refer to our Educational, Nominated and Legal Guardianship Policy for the details
 - The nominated guardian should be either a **British citizen or settled in the UK**. Evidence of the intended carer's immigration status must be provided with the application. Acceptable documents which can prove status include:



- a copy of the biographic page from a current UK passport
- evidence to confirm that the individual holds settled status in the UK - this can include a biometric residence permit showing indefinite leave to remain or proof of the individual's status under the EU Settlement Scheme
- a certificate of naturalisation as a UK citizen

The original document does not need to be provided, a copy of the document is acceptable.

- Where the Child Student will have a nominated guardian in the UK, but does not have their details at the point of application, **and this has been arranged through a guardianship organisation (agency)**, the letter of undertaking must provide details of that organisation. Where there are some details of the nominated guardian, these should still be provided. Where there is no information at that point, the following should be provided instead:
 - the name and contact details of a member of staff at the guardianship organisation
 - the name and address of the guardianship organisation
 - the date the guardianship organisation was established
 - confirmation that all guardians that the organisation uses have a current [enhanced Disclosure and Barring Check](#) (England and Wales), [Protecting Vulnerable Groups Scheme](#) (Scotland) or [Disclosure and Barring Check](#) (Northern Ireland).
- Additional documents might be needed depending on who the guardian is and their relationship to your child.

Please also note that **The Child Student's application will be refused** where their intended carer, or anyone regularly living with the intended nominated guardian:

- has been convicted of a criminal offence in the UK or overseas for which they have received a custodial sentence of 12 months or more
- is a persistent offender who shows a particular disregard for the law
- has committed a criminal offence, or offences, which caused serious harm.

The details of the Nominated Guardian have to be included in the CAS letter issued by the school and in the online application for the Child Student Visa. Visa applications with guardians that don't meet the standards of UKVI have a higher chance of **being refused**.

Please refer to our Educational, Nominated and Legal Guardianship Policy for full details about our **Guardianship Procedure**. Kindly note that opting for a nominated guardian may result in a longer processing time due to the additional procedural requirements.

Section 1: For students applying outside of the EU/EEA

If applying from within the EU/EEA please jump to the next section

Even though the application form will be completed online, you will need to print out the declaration and your child will need to sign it if they are old enough to do so. Both parents or the legal guardian will also need to sign and date the form.



Be sure to upload any documents as per requested for the CAS, including passport, original parental consent letter, birth certificate and if requested, TB test certificate and proof of payment of fees (receipt and/or bank statement as per the above guidance).

Important: Any documents which are in support of your child's application but are not in English or Welsh must be accompanied by a full translation that can be independently verified by UKVI. The original translation must contain confirmation from the translator / translation company:

- that it is an accurate translation of the original document
- that it was completed on the date the translation was completed; and
- be signed (full name and signature) by the translator or an authorised official of the company.
- Contact details of the translator / translation company must also be provided should UKVI need to verify the documents.

Immigration health surcharge

The immigration health surcharge is a financial contribution to the UK's National Health Service and provides your child with medical and dental cover throughout their stay. This is payable if your child is granted permission to enter the UK to study for a limited time period longer than six months. You will need to pay a fee for each period of 12 months leave granted when you make the visa application. Further information is available at:

<https://www.gov.uk/healthcare-immigration-application>

Submitting your application and documentation

You cannot submit your child's application until you have attended an appropriate visa application centre or visa section to have their biometric data taken.

Once you are satisfied that you have all the relevant supporting documentation, you will need to submit it together with a hardcopy of the appropriately signed and dated application form to the relevant visa application centre or visa section as explained at the end of the online process.

Booking an appointment

You can now go through to the online application payment service available for most countries. If the online payment option is not available for your country, you will pay the application fee on the date you attend the appointment at the Visa Application Centre (VAC). Your child's biometric data can be obtained; a digital photograph and their fingerprints will be taken during the appointment.

The online system will also tell you how and where to send the hardcopy of the application form and the necessary supporting documentation once it has been completed.

Check visa decision waiting times for your country via this link: <https://www.gov.uk/visa-processing-times>

You can upload your child's supporting documents (e.g. passport, bank statement, qualification etc.) using the 'UK Immigration: ID Check' mobile app (may vary by country). Alternatively, you can take the originals along with the visa application checklist for your biometrics appointment and use the documents scanning assistance service to self-upload these without additional charge (may vary by country).

Please also take with you to the appointment:

1. Copy of the CAS



2. Visa payment confirmation email
3. Appointment confirmation email
4. Document checklist

Interviews

If your child is aged 16 or 17 they may be asked to undertake an interview, either in person, or on the telephone to check that they are a genuine student.

As a result of the interview your child may be refused a visa. If they fail to attend the interview without reasonable excuse their application will be refused.

eVisa

If your visa application is successful, you will receive an eVisa, an online record of your UK immigration status.

Your decision letter or email will include instructions on how to access your eVisa. To do this, you must create a UKVI account. Please refer to the separate eVisa guidance we have sent to you and follow this link to create your UKVI account: [get access to your eVisa](#)

It is imperative that you send a copy of the UKVI decision letter to the school as soon as this is received, regardless of the decision. The school may need to liaise with the UKVI on your behalf. You must generate a 'Share Code' by using [this link](#). Please inform us of the share code as soon as possible so their e-Visa can be downloaded and kept on file.

International students must be prepared to present evidence of their immigration status when entering the UK.

Accepted forms of evidence include:

- A share code from the UKVI View and Prove service.
- A screenshot from your UKVI account showing your status.
- A physical document confirming your UK immigration status or permission to enter.
- A copy of your decision email or letter from the Home Office.

You will need a stable internet connection to access your UKVI account and generate a share code. Share codes can be created up to 90 days in advance.

If possible, print a copy of your share code or any other supporting evidence before you travel, in case you are unable to access your account at the border.

Enrolment at Westbourne

You will be sent further information on how your child can enrol in person closer to the time. The School will need to take a copy of their passport and eVisa. Your child must complete enrolment and provide all documentation as requested for their right to study check at the school, otherwise they will not be allowed to start their course.

Section 2: For students applying from the EU/EEA

You will need to download the app called 'UK Immigration: ID Check' in order to verify your child's documents. More information and how to use it is included in the link. Your child will be required to take a photo of themselves, take an image of their passport and also scan the biometric chip using their phone. Finally, they will need to scan their face, again using the camera.

Filling the Application Form



Once your child's identity has been confirmed, you will be redirected back to the application form which you can continue on your phone, or any other device. When filling in the application form, please copy the information exactly as provided in the CAS.

Please be sure to upload all documents as requested. You will need to upload the following:

1. Passport
2. Original parental consent letter
3. Original birth certificate (and certified translated copy)

Please note that EU nationals do not need to upload proof of payment of fees.

Paying the IHS and Visa Fee

After filling in the form, you will be directed to pay the Immigration Health Surcharge which will allow you to access the NHS (National Healthcare Service) in the UK. The fee is calculated on your child's length of stay/time on their visa. When he/she is granted a visa, the UKVI will add some time onto the end of the period of study, depending on the length of the programme. This additional time will be included in the fee calculation.

You will then need to pay the fee to the UKVI for the visa application.

Make sure to download a copy for the application form for future reference.

What Happens Next

Once you have completed the application, you do not need to keep the app downloaded on your phone. If the application is successful, your child can travel to the UK using their digital immigration status. They will not get a vignette (sticker) in their passport, but will receive a decision letter. It is imperative that you send a copy of the UKVI decision letter to the school as soon as this is received, regardless of the decision. The school may need to liaise with the UKVI on your behalf. You must generate a 'Share Code' by using [this link](#). Please inform us of the share code as soon as possible so their e-Visa can be downloaded and kept on file.

Enrolment at Westbourne

You will be sent further information on how to enrol in person closer to the time. The School will need to take a copy of your child's passport and ensure that we have a copy of the digital immigration status. Your child must complete enrolment and provide all documentation as requested for their right to study check at the school, otherwise they will not be allowed to start their course.

Appendix

Please see the following Parental Consent template letter for completion prior to CAS issuance. Kindly note that this letter is applicable in cases where no nominated guardian arrangement is in place. If a nominated guardian arrangement will be made, a separate Parental Consent letter should be prepared on a case-by-case basis to reflect the specific details of that arrangement.

After you have signed the letter, you are required to print the letter, obtain the necessary signatures, and send it to us for checking. This will then need to be submitted with your child's application online. You must attach a notarised copy of your child's birth certificate, adoption certificate or other court document as proof that you are their parent(s) / legal guardian(s).



To whom it may concern,

Student's Full Name:

Date of Birth:

Nationality:

Passport number:

Place of study: Westbourne School, 4 Hickman Road, Penarth, CF64 2AJ

We can confirm that we are the biological parents of

We can confirm that our child will commence studies in September at Westbourne School, an independent boarding school in the UK. As a full-boarding student, our child will be resident at the above school during their time in the UK. We can confirm that we give our consent to any national or international travel which our child needs to undertake between school and travelling home and the living arrangements provided by the School. We consent to the reception and care arrangements upon arrival to the UK which have been agreed with the school.

We confirm that during full school closures, our child will either return home or stay with a Nominated Guardian approved by Westbourne School.

We confirm that Westbourne School will act as our child's Educational Guardian and Emergency Contact during term time and half-term breaks. We consent to this arrangement and confirm that we understand alternative care arrangements must be made for full school holidays (e.g. Christmas, Easter, summer), either through returning home or appointing a UKVI-compliant Nominated Guardian.

We can confirm that we will be financially responsible for the payment of our child's outstanding academic fees and boarding fees. The funds are available in full throughout our child's stay in the UK.

We would very much appreciate your assistance in granting our child permission to enter so that they may commence their studies in the UK.

Yours faithfully,

Mother's Signature:

Name in full:

Date:

Address:

Father's Signature:

Name in full:

Date:

Address:
.....
.....

