



**Merchant Taylors'**  
**School**

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# Admissions Policy for Overseas Students

**Admissions Policy for Overseas Students**

Author: Head of Admissions

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This policy should be read in conjunction with the Admissions Policy.

### **General Introduction**

Merchant Taylors' School welcomes pupils from all over the world and values their contribution to the life of the School. It is envisaged that the majority of Overseas Student enquiries will be post-16 students entering the Sixth Form.

As a Student sponsor, the School take a proactive approach to ensure it meets the sponsorship duties as set out in the United Kingdom Visas and Immigration (UKVI) guidance documents and will make reasonable efforts to assist pupils and parents to comply with the UK Government's requirement on visa entry for children who wish to come to the UK to study. However, responsibility for making a visa application to allow their child to attend Merchant Taylors' School rests with the parents. The School cannot assist with resolving visa related issues other than those under Child Student or General Student either for a current pupil or for a child who is proposed to be admitted.

### **General Information**

- Merchant Taylors' School has a Sponsor Licence with UKVI (Licence No: N885W3GM9).
- Upon contact from a parent or guardian, and alongside our recruitment process, the School will undertake sufficient research to satisfy ourselves of their citizenship and therefore their right to study. Issues concerning Student visa requirements will be raised at the earliest opportunity.
- As a selective school and in order to ascertain academic ability and language skills, all applications must be supported by entrance assessment, a report from a pupil's current school and an interview, in order to confirm that Merchant Taylors' School is the right setting for your child. Details of specific requirements for Sixth Form Entry are listed below.
- The School is required to photocopy a pupil's passport and visa/BRP, as well as proof of entry to the UK in the form of an entry stamp or boarding card, on the first day of term (at the latest) or the first day that the pupil arrives at the School.
- The School must be notified if your child has obtained a new passport.
- The School will keep independent visa files on each international pupil which may be inspected by the UKVI at any time.
- All absences must be authorised by the Head. All unauthorised absences will be reported to the UKVI. This includes pupils who arrive late at the beginning of term or leave early at the end of term.
- Parents must adhere to the term dates when booking international flights and provide travel arrangements/details to the Admissions Team.
- When a pupil leaves the School, this will be reported to the UKVI. We must report to UKVI that a pupil has finished their course (eg at the end of GCSE or A Level), although the pupils may have a certain amount of time to stay in the UK after their course has finished and before their visa expires.
- A pupil cannot make their Student visa application more than three months before the start of their course.
- If a student turns 18 years old, they can carry on with their course until their permission to stay ends. If they want to undertake further study in the UK, then they will have to apply for another visa under the General Student category.

## **Sixth Form Entry Requirements**

The academic year begins in September

- Overseas Sixth Form applicants should attain the equivalent of 7 x UK GCSEs at Grade 6, with Grade 7/8/9 in their chosen A Level subjects. This is often difficult to equate to overseas examination results and in these circumstances, the school will undertake an academic assessment for the candidate.
- Confirmation of overseas examination results should be emailed to Merchant Taylors' School by the student's current school as soon as they are known.
- The Head has discretion to relax these requirements if it is believed that a particular student would benefit from the education offered at Merchant Taylors' School Sixth Form.

As well as meeting the academic criteria, each student will be interviewed by the Head and the subject leaders for the subjects intended to study.

- A favourable academic reference from the applicant's current school.
- An A-level subject options form should also be completed and returned to the Admissions Team.

## **English Language Tests**

Sixth Form applicants who are aged 16/17 years, applying for Student visa, must achieve IELTS Overall Score 5 or above in all components. After joining the School, all overseas students must show progression in their English fluency.

Sixth Form applicants who are over the age of 18 must achieve IELTS [Overall Score 5] to satisfy Home Office General Student Visa conditions.

It is important to establish that the applicant has a good command of the English Language and will be able to cope with the challenge of learning in this high- achieving School where all lessons are delivered in English. We recommend applicants visit [www.ielts.org](http://www.ielts.org) for further information with a view to gaining an appropriate level for UK university entry which may follow Sixth Form study. Many universities request IELTS Level 6, 6.5 or 7.

Annual fee charges are published on the Schools' website and are regularly updated.

### **New Pupils from Overseas**

Merchant Taylors' School **must** receive the following before a Certificate of Acceptance for Studies (CAS) can be issued:

1. A copy of the parents' and pupil's passports.
2. A completed Overseas Application Form, with the personal statement completed by the applicant where applicable.
3. A non-refundable application fee of £250 (UK sterling) paid by Internet Banking to Merchant Taylors' Schools, noting the student name as a Reference:  
Account Name: Merchant Taylors' Schools  
Account No:  
30022365 Sort Code:  
20-10-92  
SWIFTBIC: BARCGB22  
IBAN: GB53 BARC 2010 9283 1851 68
4. A signed copy of this policy document which will be sent to parents with an offer letter. The offer letter will include the necessary details of a visa letter as set out in the ISC guidance.
5. A completed and signed Acceptance Form, clearly indicating the parent and child's citizenship, with a view to ascertaining the right to study for EEA and other citizens.
6. An Advance Deposit fee of one term's fees and Advance Annual Tuition fee to secure the place as well as Advance Annual Lunch fees.

Once the completed paperwork and fees have been received the application for a CAS is made online and a CAS certificate will be issued to enable parents to apply for a visa. A CAS number is valid for six months.

If a visa application is refused, a copy of the refusal letter must be sent to the School. Similarly, if the family decide not to apply, the School must be notified in writing with an explanation of the decision.

### **Care Arrangements**

To ensure the safeguarding and care for pupils, all children studying in the UK must have suitable care arrangements in place for their travel, reception on arrival in the UK and living arrangements for the duration of their stay. It is essential that all parents who are not permanently resident in the UK with a child under 18 appoint a guardian in the UK to act with their full authority and parents must provide details of the guardian arrangement to the School in writing. Those who undertake the role of guardian are providing a thorough commitment to the education and wellbeing of the child.

### **Guardians**

Merchant Taylors' School is a day school and does not, therefore, offer boarding facilities, accommodation or guardianships.

Guardians should be arranged by the pupil's own family and may be a nominated friend of the family or another family member or contact. The School is unable to arrange or recommend guardians. It is the responsibility of the parent to choose and pay for a guardian who can fulfil the role to the satisfaction of both the School and the parent. It is the responsibility of the parent to inform the School if the guardianship arrangements change.

Any child residing with a British citizen or any other UK resident who is a close relative or in a private foster care arrangement must provide evidence of the family connection (ie birth certificate and passports). The Schools will notify the Local Authority of any guardianship arrangements not provided by a close family member.

### Personal requirements of the Guardian

- Should not be a full-time student and must be over the age of 25.
- Must live in the UK and should not be absent from their home regularly overnight.
- Should be able to correspond with the Schools in English.
- Should agree to and pass the necessary safeguarding checks as required.
- Should be open to an annual inspection as required by the organisation responsible.
- Should not be running a guest house or offering any other paid accommodation service.

### Role of the Guardian

- To liaise with the School and act as a representative of a pupil's family
- To encourage and support the pupil, safeguarding and promote the pupil's welfare.
- To help with the pupil's understanding of British culture and the development of their understanding of the English language.
- To act in loco parentis and to take responsibility for the welfare of the pupil during holiday and half-term periods.
- To provide a consistently good standard of accommodation and meals with adequate supervision and suitable living and studying accommodation.
- To act as necessary in the case of severe illness or emergency medical treatment.
- To make travel arrangements as required and inform the School in advance of the times of departure and arrival into and out of the UK.
- To provide a point of contact for discussion on matters concerning general welfare or academic progress of the pupil.
- To attend parents' meetings (and report back to parents abroad afterwards) and, monitor the academic and social development of the pupil in their care.
- To receive reports and correspondence relating to the pupil (alongside parents).
- To provide a friendly point of contact outside of School for the pupil when problems arise.
- The guardian should always respect the rights, religion and culture of the pupil.

### **Private Fostering**

Children under 16 (under 18 if disabled) who are cared for on a full-time basis by adults who are not their parents or a close relative (grandparent, brother, sister, step-parent, uncle or aunt who is aged over 18) are privately fostered. It is the responsibility of the parent, carer and anyone involved (including the Schools) to notify the Local Authority of the private fostering arrangement. The Local Authority is responsible for safeguarding and protection of children in these circumstances and will make sure that private foster carers are suitable and receive the support and guidance they may need in supporting and caring for the child.

### **Independent Living**

In the interests of our pupils, the Schools' strong preference is not to accept pupils living independently as we feel this does not provide the pastoral and safeguarding care to complement the Schools' own approach. We reserve the right to refuse admission, or, in extremis, to cancel a contract for education, if we believe that the fact that an overseas pupil is living independently is likely to harm the welfare and/or educational development of the pupil or others in the School community.

Pupils who are 16 or 17 who wish to live independently must provide the School with a letter from their parents or legal guardian confirming they consent to the child living independently in the UK.

## **Monitoring Attendance**

In the interests of pupils and to minimise disruption to learning, Merchant Taylors' School closely monitors attendance.

All pupils are required to join the School on the day appointed and may not be absent from School except for medical reasons, without prior permission. Holiday dates are published well in advance and parents/guardians should be aware that holiday must not be booked outside of these periods.

The Schools hours are 8.40am until 4.00pm however, pupils are expected to be in school before these times as registration is taken at the start of the School day and again following lunch.

Pupils who have to leave school during the course of the day for medical, dental appointments etc, must sign out at the School Office and, sign back in on their return.

In the case of absence through illness, parents/guardians are requested to call the School by 9.00am on the first day of absence. If the absence is likely to last for more than one day, it is helpful if parents/guardians give some indication of the probable length of absence. If a pupil is recorded as absent and we have not received a message, we will contact parents/guardians primarily to ensure the safety of the child. Upon returning to school, pupils will need a parental/guardian note stating the dates of absence and nature of illness.

In the case of prolonged absence through illness, parents are requested to notify the School as soon as possible as to the nature of the illness and the probable duration of the absence. Cases of infectious illness should be reported at once.

UKVI will be notified of any absences that are unauthorised and exceed 10 days.

In order that the School can undertake its duties as a sponsor and notify UKVI accordingly, Parents/Guardians must notify the School of the following:

- The pupil withdraws from their course before they travel to the UK.
- The pupil embarks on a course with a different sponsor/institution.
- The pupil needs to delay their start date before entering the UK but after entry clearance has been granted.
- The pupil is unable to enrol on the agreed date ie missed flight, illness, or decision not to come to the UK.
- The pupil is refused entry to or right to stay in the UK.
- The pupil wishes to defer their studies once they have entered the UK.
- Any change in circumstances ie change of course, place of study, residential address, guardianship arrangements, working.

## **Children Missing from Education**

Where a child has been removed from the school's roll either by parents or the school itself, the school recognises that the child becomes a "most vulnerable child". The school will ensure that:

- a. The parent gives 1 term's notice
- b. During this period, the school will formally write to the parent to obtain confirmation of the proposed school to which the child will attend upon leaving Merchant Taylors
- c. A member of the admissions team will make contact with the proposed school to confirm that the child has been offered a place.
- d. A CME form will be submitted to the local authority, either confirming the details of the proposed school or advising that the child does not have a planned future education provision.

e. Where a child is added to the School's roll, a member of the admissions team will make contact with the Local Authority to advise that the child is now on roll at the School.

\*This process is not applicable at the key transition years of 6,11,13



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## Admissions Policy for Overseas Students Confirmation Sheet

Name of Pupil: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Applying for entry into Year \_\_\_\_\_ in September \_\_\_\_\_

- I/We confirm I/we have read the Admissions Policy for Overseas Students
- That my/our child does not have a criminal record including formal cautions/reprimands)
- Has the pupil had a Visa refused before? Yes / No
  - If yes, please attach details
- Has the pupil ever over-stayed in the UK? Yes / No
  - If yes, please attach details
- I / we confirm that my / our child's passport does not expire within six months of the Visa application

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name in Capitals: \_\_\_\_\_