



MILTON  
ABBEY

Milton Abbey School  
Blandford Forum Dorset DT11 0BZ

t 01258 882206  
f 01258 881194  
e [admissions@miltonabbey.co.uk](mailto:admissions@miltonabbey.co.uk)  
w [www.miltonabbey.co.uk](http://www.miltonabbey.co.uk)

# Milton Abbey School

## Child Student Visa Policy



We are delighted to be able to welcome international students to Milton Abbey School.

Milton Abbey offers an outstanding range of traditional and vocational qualifications, chosen to inspire students and prepare them for adult life. International students learn alongside their UK-based friends, while experiencing beautiful British countryside and making friends for life.

Children from other countries, who wish to attend school in the UK and who do not have a separate right to come to and study in the UK, must apply for a Child Student visa.

Milton Abbey School holds a Child Student Visa licence, issued by United Kingdom Visa & Immigration (UKVI), whose licence number is QXB2DYTX. The licence allows Milton Abbey to sponsor students who live overseas to study at Milton Abbey School. The School takes its sponsorship responsibilities seriously, and makes every effort to follow the UKVI Sponsor Guide when supporting applications in order to meet our sponsorship duties. For more detailed information please see [UKVI Sponsor Guide](#). Any school that does not comply may have their license withdrawn by the Home Office. Where this occurs, all international students must leave the school and the impact on both students and school can be very serious.

## **Background and Purpose**

- The UK exited the European Union (EU) on 31 January 2020. The UK Government introduced new immigration legislation to establish a new Points Based System (PBS) providing equality of treatment of EU and non-EU citizens. On 5 October 2020, Tier 4 was rebranded to become the Child Student sponsor route, the primary immigration route for all international students (including EU citizens, after a transition period) who wish to study in the UK.
- Milton Abbey School is licenced by UK Visas and Immigration (UKVI), part of the Home Office to sponsor international students. Student sponsorship is a privilege and not a right. UKVI trusts the School to exercise its responsibility to maintain immigration control by fulfilling the duties imposed in the immigration rules and policy guidance and will act against the School, upon failure to do so. The purpose of this Policy is to establish the principles prescribing how Milton Abbey School complies with its duties and obligations under the Child Student sponsor route to govern the processes and procedures to give effect to such.
- The scope of the Policy is both prospective and current international students of Milton Abbey School are subject to UK immigration control. Any reference to 'Child Student' visa includes a Tier 4 visa issued prior to 5 October 2020.
- The transition period permitted EU/EEA or Swiss nationals' resident in the UK before 11pm on 31 December 2020 to apply for the EU Settlement Scheme exempting them from requiring a Child Student visa, up to 30 June 2021. EU/EEA and Swiss nationals who did not have (or are not eligible to apply for) pre-settled or settled status under the EU Settlement Scheme were required to apply for a Child Student visa from 1 January 2021.



- UKVI's rules are subject to change, often at short notice. The Schools Policy will be amended to reflect revised UKVI rules and guidance. Where there is a conflict however, between the immigration rules/Child Student sponsor route guidance and this Policy, the immigration rules/child student route guidance will prevail. The School reserves the right to revise its policies relating to compliance with its child student sponsor duties at any time.

## **Key Responsibilities**

- Responsibility for the management and implementation of this policy and any accompanying procedures lies with the Authorising Officer of the Schools Student sponsor licence.
- All Milton Abbey staff, and third parties engaged on behalf of the School working with applicants and sponsored students, together with their parents and guardians, covered by the PBS immigration system must adhere to this Policy.
- Any third party used by the School in the recruitment of sponsored students must note the requirements of this Policy and ensure that any advice to a sponsored applicant/student is wholly in accordance with such.

## **General guidelines about Child Student Visa sponsorship at Milton Abbey School**

- Upon acceptance of a place at Milton Abbey School, the school will issue one Child Student visa CAS (Confirmation of Acceptance for Study) in support of a student's visa application.
- Milton Abbey is required to photocopy a student's passport, visa and entry stamp or evidence of when they entered the UK on the first day of term, or the first day that a student arrives at the school.
- Milton Abbey will securely store passports for safekeeping only; students are able to access their passports whenever needed.
- Milton Abbey must be notified if a student has obtained a new passport.
- Milton Abbey must be notified of any change of address(es) or other contact details.
- All student absences must be reported to the UKVI. This includes students who arrive late at the beginning of term without prior notification or leave before their course completion date.
- Parents are requested to adhere to the term dates when booking international flights.



- All travel details to and from the UK and any addresses where a student is staying outside of term-time if they are not leaving the UK must be notified in writing to their boarding house team at the appropriate time.
- In accordance with Home Office regulations, all parents of students on a student visa are required to appoint a registered guardian, in case of emergency. Guardians will be contacted as part of the schools Guardian Policy. Parents need to notify us immediately of any change in guardian arrangements. Guardians should be over 25 years of age, resident in the UK and ideally living within 2-3 hours of the school. As a requirement, the nominated guardian should understand the commitment involved in their role and agree to take full responsibility for the student when not at the school and who can, if necessary, come to the school at short notice. The Boarding School Association (BSA) and The Association for the Education and Guardianship of International Students (AEGIS) both provide lists of certified guardianship companies which are an assurance of professional quality.  
[Aegis | The Association for the Education and Guardianship of International Students \(aegisuk.net\)](#)  
[BSA Certified Guardian Scheme | Boarding School Training | The Boarding Schools' Association](#)
- If a student leaves Milton Abbey before the completion of their course, then the school will cease sponsorship and report this to UKVI.
- If a sponsored student turns 18 years old, they may carry on with their course until their permission to stay ends. If the student wants to do further study in the UK, they will have to apply under another category, for example Student visa with their new sponsor.
- Students joining from another school in the UK must have a visa application sponsored by Milton Abbey School in place before they arrive at the school. If a student is transferring from another school, please provide these details to Admissions at time of registration.

## **Milton Abbey Child Student Visa Application Process**

The earliest you can apply for a visa is six months before the start of the autumn term. New boarders are required to arrive at Milton Abbey School for induction on Sunday 3 September 2023.

### **Step 1**

The Admissions Department at Milton Abbey School must have received the following before the CAS process can be started:

- A signed copy of the acceptance form along with the acceptance deposit.
- A colour copy of the student's passport.
- A colour copy of both parent's passport.
- An original birth certificate with English translation (where applicable) which should be



certified with the translator's credentials, contact information and stamp.

- A full completed and signed Guardian Form by both Parent's and Guardian.
- A signed Letter of Consent from both Parents.

## Step 2

On receipt of the above, Milton Abbey School will assign a CAS (Confirmation of Acceptance for Studies). The CAS is an electronic record that the School produces for the Home Office and it is required for the Child Student visa application. The School will produce a CAS for a prospective student and email the CAS number and CAS statement, listing the information that has been sent to the UK Visas and Immigration Department. Parents will need this information to make the [Child Student visa application](#).

The School's policy and processes ensure that it does not assign a CAS unless it reasonably believes that the suitability and eligibility requirements for the Child Student route are met and the prospective student will comply with the conditions of their permission to stay in the UK. CAS assignment, however, does not guarantee success in securing a Child Student visa. The School is not responsible for any decisions made by the Home Office and cannot accept liability for any sponsored student failing to obtain a visa and/or consequences, loss (whether financial or otherwise) of such failure; nor is the School liable for the consequences of refusing to assign a CAS.

Receipt of an offer provides no guarantee that a CAS will be assigned to an applicant. The School is under no legal obligation to assign a CAS and exercises caution so as not to risk its status as a student sponsor. The School will only assign a CAS where it is believed that the visa application will be successful and reserves the right to refuse to assign a CAS if there are reasonable grounds for suspecting otherwise. The School will only assign a CAS to a prospective student if they meet all of the conditions of their offer, the entry requirements of the School, as well as the conditions of this Policy.

The UKVI currently charge £21 for issuing a CAS number. Milton Abbey will cover this at the time of application, and it will be charged to the Parent account at the end of the first term at Milton Abbey.

The application of the Child Student Visa will last the duration of the course i.e. GCSE years or A-Level.



## Key CAS Information

- A CAS for an application for entry clearance from outside the UK will be assigned no more than 6 months prior to the course start date.
- A CAS for permission to stay on the child student route for applicants already in the UK will be assigned no more than 3 months prior to the course start date. The School will make appropriate checks (including an immigration history check) to verify the immigration status of any applicant already in the UK.
- Once the CAS has been assigned, it can be used to support the application at any time during the six-month period from the date it was assigned. If the student does not use the CAS within this period, it will expire.
- Assigning a CAS does not guarantee that the student will succeed in being granted entry clearance or permission to stay. They must meet all the criteria of the Child Student route.
- All students who wish to come to the UK under the Child Student route must obtain a visa before they travel. Students who are already in the UK on the Child Student route (including students who hold Tier 4 visas) can apply for permission to stay in the UK under the Student or Child Student routes, provided they meet the academic progression and other requirements of the route.
- Students cannot apply for entry clearance or permission to stay without a CAS.
- A child's visa cannot be transferred from another school as this will not be accepted. Parents will need to apply for a new visa under Milton Abbey's sponsorship licence if their child is moving to Milton Abbey from another UK School or starting a new course.

**The School will issue a Confirmation of Acceptance for Study (CAS) only once in receipt of the documentation required by the UKVI. We will make every effort to guide and facilitate the process, based on UK Government guidelines, but cannot assist in resolving visa related issues, until once the child is a student at Milton Abbey.**

## Step 3

Parents must apply for the Child Student Visa online at [www.gov.uk/child-study-visa](http://www.gov.uk/child-study-visa) or click to find the closest [Visa Application Centre \(VAC\)](#).

## How to Apply

- Prepare your supporting documents (see 'supporting documents' section)
- Apply on [Gov.uk/student-visa/apply](http://Gov.uk/student-visa/apply) – apply as soon as you get your CAS reference number to avoid delays.



- Choose your application service – standard or priority service (check [Gov.uk/faster-decision-visa-settlement/applying-outside-the-UK](https://www.gov.uk/faster-decision-visa-settlement/applying-outside-the-uk) to see if you can get a faster (priority) decision).
- Prove your identity-this will depend on where you are from and what type of passport you have (see [Gov.uk/apply-to-come-to-the-UK/prove-your-identity](https://www.gov.uk/apply-to-come-to-the-uk/prove-your-identity)).
- Wait for your decision.

## Supporting Documents

What you need:

- Confirmation of Acceptance of Studies (CAS) number
- Valid Passport/Travel Document
- Proof of parental or guardian consent (under18s)
- TB test certificate (if applicable)
- Proof of English language proficiency\*
- Proof of finances\*

Find out more: [Gov.uk/student-visa/documents-you-must-provide](https://www.gov.uk/student-visa/documents-you-must-provide)

## Step 4

### After you get a Decision

As soon as you have received a decision from UKVI about the visa application, Parents will need to advise admissions immediately. A copy of the Home Office approval letter granting the Child Student Visa is required for sponsorship compliance. The School will also require a copy of the Share Code so that the School can check and download the student's visa status prior to arrival.

[Find out what happens after you get your decision.](#)

### Travel arrangements

If a student is travelling independently to the UK, Parents will be expected to provide arrival / travel information to the admissions office and providing a copy of the Parent Travel Letter of Consent to



accompany the students travel to the UK. Student's must also travel with a copy of the Confirmation of Schooling Letter provided by the school.

## **Care Arrangements for Pupils during Exeat Weekends/Holiday Periods/non-school days out for personal reasons**

It is the School's responsibility to ensure that suitable care arrangements are in place for all Child Student Visa pupils during personal days out, exeats (when not staying in School) and holiday periods where the pupil remains in the UK or returns home. Parents/Guardians are required to inform the School of the details of these arrangements that include the following:

- The address(s) where the pupil will be residing
- Confirmation of the dates the pupil will be in their care
- Name of individual responsible for the pupil's care
- Contact details of the individual responsible for the pupil's care
- Details of travel from and return to the School (driver details & flights)

**Note:** If the pupil is taking part in an official school trip, this will form part of the school day and would not need to be recorded as above.

## **Parents/Guardians Information**

Keeping contact details up to date with the School. Parents/Guardians should inform the school and the UKVI of any changes to their personal details that may affect the pupil's visa and/or immigration status. These changes may include name, address, nationality, gender etc. Milton Abbey is required to report any significant changes in a Child Student Visa pupil's course to the UKV&I. If any of the following are applicable to the pupil during their study at the School, it is important that Parents/Guardians let the School know straight away, if there is a: -

- change of course
- length of study becomes shorter
- change in study location

## **Attendance and Engagement**

To comply with the UKV&I regulations, the School must keep a record of pupil's attendance and engagement records and report any issues of consistent non-attendance to the UKV&I. Pupils must



ensure that their attendance levels and engagement are satisfactory or risk their Child Student Visa being withdrawn.

## **Term Dates**

Parents/Guardians are requested to adhere to term dates when booking international flights as non-attendance is recorded if the pupil arrives late at the beginning of term or leaves early at the end of term.

## **Care Arrangements for Pupils Whose Visas Remain Valid After Their Course of Study Ends**

Visas are granted on the basis of the length of the pupil's course and this is calculated by the start and end date on the CAS. It is normal, however, for the visa to stay valid for up to four months following the course of study ending. The School still has reporting responsibilities to the UKVI during this period if the pupil has not left the UK or returned home. As such, Parents/Guardians will need to ensure that the School has the information requested above to include the date and travel details of when the pupil will be leaving the UK.

## **Schools Fees & Billing**

Parents/Guardians are required to meet their financial obligations as set out in the Terms & Conditions.

## **Before you proceed**

We strongly advise Parents/Guardians to consult UKVI's Child Student Visa guidance which can be found here [www.gov.uk/child-study-visa](http://www.gov.uk/child-study-visa) prior to submitting a visa application. All Parents / Guardians are expected to read the Milton Abbey Child Student Visa Policy to fully understand and comply with the requirements set out by the UKVI Home Office.

**Please note:** the School is happy to answer questions where possible but cannot provide immigration advice.