



# Policy for Recruitment, Admission and Monitoring of Sponsored Visa Students

**Persons responsible for the policy:**

Director of Communications, Admissions & Marketing and Head of International Admissions

**Review dates:**

Last review Sept 2026

Next review Sept 2027

## Key Personnel

|                                       |                                                                            |
|---------------------------------------|----------------------------------------------------------------------------|
| <b>Authorising Officer</b>            | Alexandra Horner,<br>Director of Communications, Admissions &<br>Marketing |
| <b>Key Contact &amp; Level 1 User</b> | Suzanne O'Shea,<br>Head of International Admissions                        |
| <b>Level 1 User</b>                   | Sable International                                                        |

## **1. Policy Statement**

Ardingly College is committed to full compliance with all UK Visas and Immigration (UKVI) Student Sponsor requirements. The College recognises that holding a Student Sponsor Licence is a privilege and undertakes robust procedures to ensure that all sponsored students are genuine, eligible, and appropriately supported throughout their period of study in the UK.

This policy establishes the College's framework for compliance across the following areas:

- Recruitment of international students
- Admissions processes
- Visa issuance and Confirmation of Acceptance for Studies (CAS)
- Student monitoring and engagement
- Record keeping and reporting duties

## **2. Recruitment of Sponsored Students**

### **2.1 Application Routes**

Applications are accepted via:

- The College's official website; and/or
- Approved and contracted educational agents.

The College ensures that all agents:

- Are subject to regular performance review;
- Receive current admissions and compliance guidance;
- Comply with UKVI and Agency Quality Framework (AQF) standards;
- Operate in accordance with College policies and UKVI sponsor obligations.

### **2.2 Application Requirements**

All applicants must provide the following documentation:

- Two most recent school reports;
- Where applicable a personal statement detailing:
  - Academic background
  - Co-curricular participation (e.g. sport, music, art)
  - Future academic and career aspirations
- Agent assessment report (where applicable).

### **2.3 Initial Application Review**

The Head of International Admissions is responsible for:

- Reviewing all applications;
- Assessing eligibility and suitability;
- Determining progression to the formal assessment stage.

### **3. Admissions Process**

#### **3.1 Assessment Requirements**

Applicants must complete:

- Online registration form;
- Payment of a non-refundable registration fee (£180);
- Submission of passport and birth certificate (with certified translations where required);
- Entrance assessments in English and Mathematics (Science/CAT where applicable);
- A school reference;
- An interview (conducted in person or MS Teams).

Assessments are conducted under controlled conditions at:

- Ardingly College;
- Approved external centres (e.g. British Council, authorised agents, legal offices); or
- Current school (where formally authorised).

#### **3.2 Selection Process**

Applications are reviewed by a senior academic panel comprising:

- Head of International Admissions;
- Head of College or Deputy Head;
- Relevant Head of School, Head of Sixth Form or IB Coordinator.

Offers are issued only where the applicant:

- Demonstrates sufficient academic ability;
- Meets English language requirements;
- Is considered a genuine student.

#### **3.3 Offer, Acceptance and Fees**

To confirm acceptance:

- A deposit equivalent to one term's fees must be paid (updated annually);
- Parents must sign the Acceptance Form;
- Parents must agree to the College's Terms and Conditions.

Upon receipt:

- The offer is formally confirmed in writing;
- The agent is notified (if applicable).

#### **4. Visa and CAS Process**

Visa processing is managed in partnership with Sable International, who:

- Provide guidance on required documentation;
- Support completion of visa applications;
- Arrange biometric appointments.

A Confirmation of Acceptance for Studies (CAS) will only be issued where:

- All documentation has been verified as compliant;
- The College is satisfied that the applicant meets UKVI requirements.

#### **5. Enrolment and Arrival**

##### **5.1 Arrival Requirements**

All new students must:

- Arrive on the designated enrolment date;
- Report directly to their allocated boarding house.

##### **5.2 Pre-Arrival Compliance**

Parents are required to:

- Upload all pre-arrival documentation via the Parent Portal (including medical information).

##### **5.3 Evidence of UK Entry**

Students must provide:

- Boarding passes or equivalent travel evidence to prove entry into the UK.

Entry must occur:

- On or after the visa start date.

#### **6. Record Keeping (UKVI Compliance Requirements)**

##### **6.1 General Compliance**

The College maintains accurate, secure, and accessible records in accordance with UKVI sponsor guidance.

## **6.2 Master Visa Record**

A centralised record is maintained by Sable International containing:

- Full name;
- Gender;
- Date of birth;
- Nationality;
- Passport Number and Expiry Date;
- Visa Expiry Date;
- CAS number.

## **6.3 Individual Student Files**

Secure files are kept by the school for each Visa student. These files evidence the 'journey' of each Visa student. They include a copy of:

- Offer letter and Acceptance Form;
- Passport;
- Interview Notes;
- Birth certificate and English certificated translation (if applicable);
- CAS documentation;
- Parental consent forms;
- Copy of online E-visa check via Gov.uk;
- Parent passports;
- Guardian details;
- Contact information;
- Assessment records.

## **6.4 Additional Records Maintained**

The College also retains:

- Academic progress reports;
- Attendance data;
- Behaviour records and contracts;
- Communication records with parents and guardians.

## **7. Monitoring of Immigration Status**

### **7.1 Ongoing Monitoring**

Passport and visa validity are monitored:

- Monthly by Admissions and Sable International;
- Weekly through internal reporting systems.

## **7.2 Passport Renewal**

The responsibility for passport renewal rests with:

- The student, parents, and/or guardian.
- Parent/student is responsible for updating their Gov.uk account with the new passport details before re-entering the UK.

The College:

- Issues reminders;
- Updates records upon receipt of new documentation.

## **7.3 Visa Renewal**

Visa extensions are overseen by Sable International to ensure:

- Continuous lawful immigration status;
- Compliance with UKVI requirements.

## **8. Attendance and Engagement Monitoring**

### **8.1 Expected Engagement**

Students are required to attend all scheduled:

- Lessons;
- Tutorials;
- Examinations;
- Formal school engagements.

### **8.2 Monitoring Systems**

- Attendance is recorded via the College database;
- Boarding, pastoral and academic staff monitor engagement levels;
- Absences are reported to the Head of International Admissions.

### **8.3 Medical absences**

- Require appropriate certification;
- Are recorded within safeguarding systems.

#### **8.4 UKVI Reporting Thresholds**

The College will report students to UKVI where:

- There are 10 consecutive missed expected contacts;
- Attendance is persistently poor;
- Academic engagement is unsatisfactory.

#### **9. Travel Monitoring**

The College maintains oversight of student travel by:

- Recording initial arrival arrangements;
- Monitoring transport logistics;
- Overseeing student movements during holiday periods.

#### **10. UKVI Reporting Duties**

The College will report the following events within required timescales:

- Failure to enrol;
- Withdrawal, exclusion, or suspension;
- Early course completion;
- Changes to course duration;
- Breaches of visa conditions.

#### **11. Roles and Responsibilities**

##### **11.1 Student Responsibilities**

Students must:

- Maintain valid immigration status;
- Attend all required academic activities;
- Keep personal contact details up to date;
- Notify the College of absences;
- Maintain satisfactory academic progress.

##### **11.2 College Responsibilities**

The College will:

- Maintain accurate and up-to-date records;
- Monitor student attendance and academic engagement;
- Retain copies of all immigration documentation;



- Report relevant changes and concerns to UKVI.

## **12. Compliance and Audit**

The College acknowledges that:

- UKVI may conduct audits or inspections at any time;
- All records must be accurate, complete, and readily accessible.

Non-compliance may result in:

- Suspension of the Student Sponsor Licence;
- Revocation of sponsor status.

## **13. Policy Review**

This policy is reviewed annually by:

- Director of Communications, Admissions & Marketing;
- Head of International Admissions.

## **14. Appendices**

- **Appendix 1:** Guardianship Policy.

