

RIGHT TO STUDY AT WESTBROOK HAY SCHOOL

Pre-admission checks: ALL PUPILS

1. Initial indications as to each prospective pupil's immigration status are obtained through our admissions process by way of specific questions about the pupil's nationality in the School's registration form.

The School requests parents of all non-British or Irish prospective pupils to disclose and provide evidence (such as a copy of their passport and Biometric Residence Permit (BRP) 1) in relation to:

1. Nationality
2. The basis on which they are entitled to study in the UK, e.g. they have been issued a visa as the dependent child of someone with limited leave to remain in another immigration category.
3. The School may ask for further information about a prospective pupil's immigration status and to share that information with UKVI. We will request further information if we are uncertain about a prospective pupil's immigration status or if information submitted by the parent indicates that they might be subject to immigration control (for example, if overseas correspondence addresses are provided).
4. Where an overseas pupil has entered, or is to enter, the UK under an immigration category that does not require the School's sponsorship (for example, as a Tier 2 dependant), in addition to the prospective pupil's documents, we also ask that parents provide a copy of their passport and BRP2 or a "share code" so that we can access the child's digital immigration status. The School reserves the right to request further information about the immigration status of the parent(s) of a prospective pupil and to share that information with UKVI. We will request further information if we are uncertain about the immigration status of the parent(s) of a prospective pupil.

Enrolment checks: BRITISH / IRISH PUPILS ONLY

1. Although there is no requirement for schools to inspect or take copies of evidence of nationality for British and Irish pupils we reserve the right to do so if there are obvious discrepancies disclosed as part of the admissions or enrolment process. This will be the case where a home address outside the UK or Ireland is provided. We ask to view copies of children's birth certificates.

Enrolment checks: NON-BRITISH / IRISH PUPILS ONLY

In addition to pre-admission checks described above, the School carries out additional checks on enrolment of pupils who are not British or Irish citizens.

1. We inspect the pupil's original current passport and BRP (or their digital immigration status accessed via <https://www.gov.uk/check-immigration-status> using a share code provided to us by the pupil) to confirm the information given by the parents at the pre-admission stage.
2. Copies are taken of the pupil's original documents showing all personal identity details and their immigration permission entitling them to study at the School.

3. Pupils who do not have a BRP at the time of application will be required to show their BRP to staff at enrolment so it can be checked and a copy taken.
4. If a pupil has not been granted leave which covers the entire duration of the time they will be at the School, we make a record of the date of expiry of the pupil's leave and we will contact you before leave expires to confirm details.

Periodic checks on existing pupils

The overriding principle is that schools are required to take steps to prevent a situation arising where they continue to teach pupils who do not have valid leave to be in the UK. We do this by carrying out the checks listed above before pupils commence their studies.

UKVI expect schools to know the immigration status of all pupils. We meet this requirement by maintaining a record of nationality of each pupil which also contains details of the immigration status of all pupils who are not British or Irish citizens.

In addition, the School ensures that our information and records are current and that parents and pupils understand the importance of such by means of the following:

Action When / how often

1. Periodically reviewing pupil files of currently enrolled pupils to ensure that we hold information about their current immigration status - Annually
2. Requesting proof of immigration status if this information is found to be missing following review - As required
3. Parents are advised that they must inform the School if their child does not have the right to live and study in the UK or if their immigration status changes - When returning the School's registration form and in signing the School's Acceptance Form
4. Ensuring that parents are aware that the School may share information with UKVI In the School's Terms and Conditions and in relevant correspondence with parents ensuring that the School may terminate the education of a pupil who has no legal right to be in the UK - In the School's Terms and Conditions.