



The Purcell School
for young musicians

THE PURCELL SCHOOL

INTERNATIONAL STUDENT GUIDE

AND INTERNATIONAL STUDENT POLICY

2024-2025

[PURCELL-SCHOOL.ORG](https://purcell-school.org)



It is a requirement of The Purcell School (the 'School') that all international students whose parents are not resident in the UK, have an educational guardian appointed by their parent/parents. This applies to all international students enrolled at the school, for the entire duration of their studies.

This guidance contains information on the following:

- **Educational Guardianship - with Educational Guardianship Agreement + forms**
- **Visas and Right to Study Checks - with Parent Consent Template for visa application**
- **Attendance, Absences and Student Travel/Care Arrangements - with Parent Consent Template for unaccompanied travel to the UK**
- **Sponsor and Parent Responsibilities**

WELCOME

The Purcell School welcomes international students from across the world as well as students from around the UK and our school is currently home to students from over 23 countries.

The International Student Guide contains important information for families regarding educational guardianship, visa applications and UKVI sponsor duties. The Purcell School is a licensed Home Office sponsor for international students and must fulfil strict and rigorous obligations to ensure that we comply with visa requirements for all those we sponsor. Please make sure you read and understand the information contained in this policy and guidance.

Links to further information and guidance are provided but please contact the International Student Co-ordinator Caroline Fletcher if you have questions. Please note we cannot provide immigration advice nor are we able to recommend guardians.

Caroline Fletcher - international@purcell-school.org



EDUCATIONAL GUARDIANSHIP

International students must have an educational guardian appointed by their parent/parents during their studies at the School up to and including the end of their studies in Year 13. Educational guardianship will be referred to as guardianship, and the guardian appointment must be agreed with the school and must fulfil certain criteria to ensure the safety, care and wellbeing of students living far from their homes and families. This is a condition of the place offered to your child and you, as a parent, are responsible for appointing, and retaining an educational guardian for the duration of your child's schooling and until their leaving date. Such arrangements must be in place before the student travels to the UK to start their studies at the School. This is noted in the School's Admissions Policy and Terms and Conditions, which you would have seen, and agreed to, on your child securing a place at the School.

Accredited educational guardians and guardianship agencies provide students with a safe and caring environment during their stay in the UK with the use of homestays (or host families). Such guardianship agencies should be subject to accreditation, validation and certification of the services they provide and should be accredited by AEGIS (Association for the Education and Guardianship of International Students) or BSA (Boarding Schools' Association) Guardianship Scheme.

If you have a close relative who wishes to take on the responsibility of guardianship, please see the requirements needed for guardianship below:

- must have permanent residency in the UK
- must be aged 25 years or over
- must be available during term times and may be asked to attend school and provide emergency care and accommodation for students at short notice in the event of illness, disciplinary issues or emergency school closure



- must be able to provide the student with a safe and secure environment and appropriate care during school holidays/exeats/half term. Accommodation must be appropriate ensuring students have their own room and facilities and the accommodation is not shared with others outside of the guardian's immediate family, for example not a guesthouse or house of multiple occupancy (HMO)
 - must live within a reasonable travel distance (maximum of 2-hour car journey from the school) and be able to respond to emergency situations
 - must be able to communicate effectively and promptly with the School, parents and student.
 - cannot be a sibling under the age of 25 and cannot be a student in full time education
 - must be able to support parents with travel/transport for school holidays/half term and exeats and accompany students to and from airports and travel hubs as required.
- All students in Years 10 and below must be accompanied by their guardian or a responsible adult appointed by parent, to and from airports and travel hubs when departing from and arriving to the UK.**

The Purcell School has the right to suspend a student's place at the school if appropriate guardianship is not in place or if there are concerns over suitable guardianship, or if appropriate and safe travel arrangements have not been put in place by the parent(s)/educational guardian. The School must be informed immediately of any change of guardianship or guardian contact information and if a guardian will be absent or out of the UK at any time during term time, suitable temporary guardianship must be put in place by parents and communicated to the school in advance of the absence.



When the educational guardianship has been agreed between parent and guardian, contact details for the educational guardian should be given to the School together with the required identity documents - colour copy of the guardian passport, evidence of the guardian's right to live in the UK (if guardian does not hold a UK passport), utility bill with guardian name and address as proof of residence, educational guardianship contact form and Educational Guardianship Agreement (signed by those with legal responsibility for the student). The School cannot be held responsible should parents fail to provide the information regarding the educational guardian in sufficient time to allow the School to issue the CAS and for the student to apply for, and secure, their student visa.

For details of accredited educational guardianship companies please contact the organisations listed below:

- **AEGIS** (Association for the Education and Guardianship of International Students) Please visit their website for a list of accredited educational guardians and for further information: www.aegisuk.net
- **BSA** (Boarding Schools' Association). Please visit their website for a list of accredited educational guardians and for further information: www.boarding.org.uk/497/about-us/bsa-certified-guardian-scheme



EDUCATIONAL GUARDIANSHIP AGREEMENT

(TO BE SIGNED BY PARENT/PARENTS WITH LEGAL RESPONSIBILITY FOR THE STUDENT)

The Purcell School is required by the Home Office and the Department for Education to ensure that suitable care arrangements are in place for all international students studying at the School throughout the time they are in the UK. This includes ensuring suitable care arrangements are in place for their travel, care and reception when they arrive in the UK and care while in the UK (including during exeat weekends, half term and school holidays).

Students who reside outside of the UK, must have an educational guardian, appointed by their parent/parents. The educational guardian must accept parental responsibility on a temporary basis whilst the student attends the school and is far from home.

Parents must appoint a suitable educational guardian and must adhere to the requirements detailed in this International Student Guide when deciding who is suitable for this role. The educational guardian must be aged 25 years and above, resident in the UK and have a permanent UK address, hold UK nationality or permissions to reside in the UK and live within a 2 hour car journey of the School. Guardians cannot be students in full-time education nor can they be a sibling of the student, unless over the age of 25. These are requirements for guardianship, irrespective of the age of the student.

The School must hold a colour copy of the educational guardian passport , evidence of their right to reside in the UK if a non-UK passport holder and a copy of a utility bill in the educational guardian's name with address, as proof of residence. Any changes in educational guardian or educational guardian information must be communicated to the School immediately.

The School reserves the right to make wellbeing checks on the student during the school holidays, half terms and exeats when they reside with an educational guardian or homestay.



All flights and travel must be booked within the school term dates (as listed on the school website). Any requests for early departure/late arrivals must be made to studentabsence@purcell-school.org at least two weeks in advance of travel. Absences must be authorised before travel plans are in place. Unauthorised absences will be reported to the Home Office as these may be in breach of visa conditions. Parents and educational guardians are responsible for booking all travel and for ensuring the safe travel of students from school and for their return to school.

The Home Office requires the School to hold a full record of the destination and travel plans for student visa holders at all times when they are not in school, as the School must ensure the safety and wellbeing of students during their time in the UK. This data will be held securely and in line with our Data Protection Policy and GDPR Student Privacy Notice.

The educational guardian must be able to provide a safe and secure environment whilst the student is not at the School or residing at home. Checks will be made by the School to ensure that accommodation provided for the student is suitable and safe. The educational guardian must also be able to provide safe and suitable accommodation for the student in case of illness or emergency. No student of any age can stay alone in accommodation including guest houses/hotels/Airbnb accommodation.

The educational guardian must be able to facilitate good communication between parents and the School, when required. Parents and educational guardians must notify the school of any absence from the UK of an educational guardian, or any other absence that may impact the student and must ensure an alternative arrangement, agreed with the School, is in place.

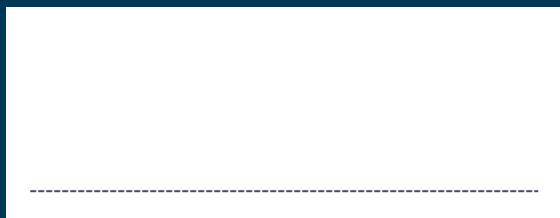
It is the parent's responsibility to make sure that guardianship is in place but the School has an obligation to ensure that the arrangements are suitable. If the School is unclear about any aspect of guardianship arrangements, believe them to be unsuitable and/or have difficulty in contacting the guardian, we have the right to refuse a student's return to school because their place is conditional on appropriate guardianship arrangements being in place.

The School will ask for confirmation of guardianship from both parent and guardian at various times during the student's studies at the school.

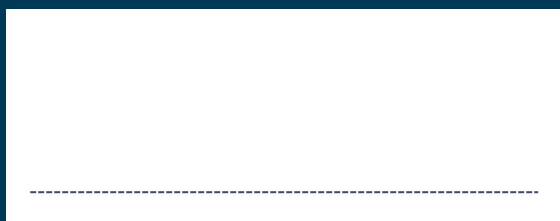
By signing this agreement, I/we acknowledge and confirm the following:

1. I/we have received a copy of the International Student Guide and have fully read, understood, and agree to the guidelines in relation to educational guardians
2. I/we have read, understood and agree to this Educational Guardianship Agreement
3. I/we have a guardianship arrangement in place and have ensured the educational guardian is fully aware of the School's educational guardianship requirements and the guardianship role expected of them.
4. I/we will notify the School immediately of any changes to the information provided on the Educational Guardian Contact Form or in the guardian's circumstances, which may result in a change.
5. I/we accept and understand that the school reserves the right to revoke sponsorship, resulting in withdrawal from school, if I/we fail to adhere to the stipulated requirements outlined in this guidance.

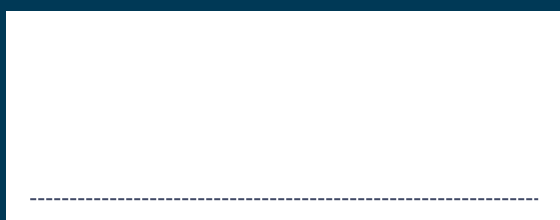
Parent 1 (signed by parent with legal responsibility for the student)

A white rectangular box with a dashed line at the bottom for a signature.

(Signature)

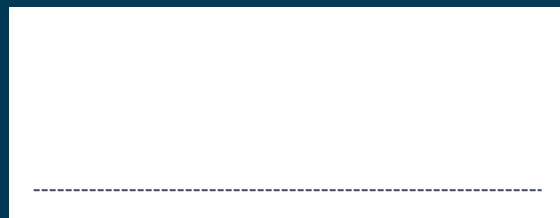
A white rectangular box with a dashed line at the bottom for a printed name.

(Print name)

A white rectangular box with a dashed line at the bottom for a date.

(Date)

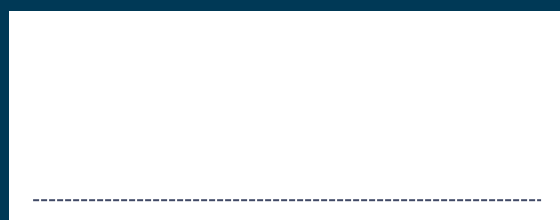
Parent 2 (signed by parent with legal responsibility for the student)

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(Signature)

A white rectangular box with a dashed line at the bottom for a printed name.

(Print name)

A white rectangular box with a dashed line at the bottom for a date.

(Date)

EDUCATIONAL GUARDIANSHIP

CONTACT FORM

Name of Student

(Please print)

Name of Guardian

(Please print)

Relationship to Student

(Guardianship Agency / Family Member)

If Guardianship Agency

Main Contact Name

OR

Family Relationship

(Aunt / Uncle / Grandparent)

Permanent UK Address

Email

Main Contact Number

Guardian Date of Birth

Guardian Signature

Date

Parent Name

(Please print)

Parent Signature

Date

Please provide a colour copy of guardian passport, guardian UK residency (if not a UK passport holder) and guardian utility bill (showing name and address).

VISAS AND RIGHT TO STUDY

The Child Student visa route is for non-UK nationals aged between 4 and 17 years old who wish to study in the UK. If the student has a UK or Irish passport they will not need a visa to study here but will still require guardianship. For all other nationals, possessing the right immigration status is essential for studying in the UK. Please refer to www.gov.uk/check-uk-visa to identify the appropriate visa category for studying in the UK.

Full information on child student visas can be found on the UK Government website with the following link www.gov.uk/child-study-visa

The Purcell School is a licensed Home Office sponsor for international students requiring a visa to study here. Once educational guardianship has been agreed with the school and guardianship forms completed, the CAS (Confirmation of Acceptance for Studies) needed for the visa application can be assigned to the student. A CAS is a virtual document that gives information about the student and the course of study they will follow. Once the CAS is assigned, it can be used by the student to support their application at any time during the six month period from the date it was assigned. Assigning a CAS does not guarantee that the student will succeed in being granted a visa and they must meet all the criteria required. You will need to supply details of the care arrangements that will be in place for your child while in the UK and may need to provide financial information and evidence. The School cannot give immigration advice and you may wish to have professional immigration support for the Child Student visa application.



The School will only issue the Confirmation of Acceptance of Studies (CAS) required for the child student visa application once we have received full details of the appointment of a suitable educational guardian and the required documents have been provided and agreed with the School. Contact details for the educational guardian should be given to the School at this stage, together with the required identity documents - colour copy of the guardian passport, evidence of the guardian's right to live in the UK (if guardian does not hold a UK passport), educational guardianship contact form and a copy of the Educational Guardianship Agreement signed by parent/parents/legal guardian. The School cannot be held responsible should parents fail to provide information regarding the educational guardian in sufficient time to allow the School to issue the CAS and for the student to apply for, and secure, their student visa.

Sponsorship of child student visas place responsibilities on the School for the student's care arrangements, safety, well-being and travel while they remain in the UK even outside of the term times. This means the School must agree care arrangements in place for the student from their arrival to the UK until their departure from the UK into the care of parent(s) or legal guardian(s). The School will check on such arrangements, including suitability of care, accommodation, travel plans and destination when leaving the UK if not returning to the care of parent/parents or legal guardian.

PRE CHILD STUDENT VISA APPLICATION

Please ensure the following documents are provided to the School:

- Copy of a passport with validity of 6 months or more) NB if your child has dual nationality, please clearly state which will be used for the visa application. This should be the only passport used for travel to and from School and for any School trip.
- Copy of original birth certificate (with official certified translation if not in English)
- Educational Guardian information and signed consent forms
- Completed Letter of Consent (see template attached)

Please note that the Child Student visa is course-based, requiring separate applications for different courses:

- One application will be needed for study on the GCSE course
- A separate application will be required for further study on the A Level course.

TIMING

For those applying from outside of the UK, applications can be submitted up to 6 months before the course start date. The UKVI service standard time (to process the application and receive a decision) is 3 weeks but this may take longer especially during the summer months.

If applying from within the UK, you must have existing UK residency and apply up to 3 months before the course start date. Please note that applications made in the UK typically take 8 weeks to process during which time the student must remain in the UK.

CHILD STUDENT VISA APPLICATION

Visa applications can be made online or through the 'UK Immigration: ID Check' app. Details and requirements can be found at www.gov.uk/child-study-visa (www.gov.uk)

If requested, please ensure that you enter the **Alternative Collection Location (ACL) code 3SC842** in the relevant area of the application form. This will ensure that your child's Biometric Residence Permit (BRP) will then be delivered safely to the school and stored securely until their arrival.

It is important to be aware that if applying online, students will need to have their fingerprints and photograph taken at a visa application centre (VAC) as part of the application.

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

Additional documents may be necessary for the visa application, such as a TB certificate and/or financial evidence. You can find the complete list of required documents by following this link www.gov.uk/child-study-visa/documents-you-must-provide. While you may not be initially required to provide financial evidence, the Home Office retains the right to request this evidence and any further information to support your application.

OUTCOME OF THE CHILD STUDENT VISA APPLICATION

Please inform the International Student Co-ordinator of the progress and final outcome of your application. If your application is successful, you will receive either:

1. A UK 30-day entry visa in your child's passport and Biometric Residence Permit (BRP) if you gave your child's biometric information at a visa application centre as part of the application. The card itself is collected after your child arrives in the UK or
2. A digital immigration status which you can view and prove online, if you used the 'UK Immigration: ID Check' app to make your application.

Please provide the International Student Co-ordinator with either a copy of your child's UK 30-day entry visa or a share code via www.gov.uk/view-prove-immigration-status (www.gov.uk) as soon as the application has been approved. Please also provide the International Student Co-ordinator with the UKVI Decision Letter containing the full decision and conditions of the visa.



ENTERING THE UK

It is imperative that your child does not attempt to enter the UK for study prior to the 'valid from' date on their new Child Student visa. If your child enters to study before their new student status is valid, they will be required to exit and re-enter the Common Travel Area (CTA) to activate their status before commencing their studies.

UNACCOMPANIED TRAVEL

If your child is travelling to the UK without a parent or legal guardian, they should carry a signed letter consenting to their solo travel - please find a template Parental Consent for Travel to complete. The School must have a full record of the travel, reception and care arrangements for the student for their travel to the UK and to the School, prior to arrival. The School will send a UK Arrival Form in the weeks prior to the start of the term, and this must be completed and returned to the International Student Coordinator in advance of travel to the UK in order to confirm appropriate and safe travel, reception and care arrangements are in place.

On arrival at the School, your child's passport and evidence of UK entry date will be requested for review, to be checked against the visa application. If applicable, the BRP will be collected at this point. For evidence of UK entry date, the flight ticket or boarding pass should be presented. If this is held digitally, it will be viewed and recorded.

RIGHT TO STUDY

If your child already holds an immigration status that permits them to study in the UK, such as EU Settlement Scheme status, Child Dependent status, Right of Abode, or Indefinite Leave to Remain (ILR) you must provide evidence of your child's right to study.

Please note that where your child holds Child Dependent status, we will request evidence of the parent or main applicant's immigration status.

KEEPING PASSPORTS AND BRPS SAFE

Your child must keep their passport, BRPs or digital visa status secure and safe. These must be shown at the UK border each time your child travels from and returns to the UK during their studies. Important documents can be stored securely at school either in the care of the house staff (for Avison House students) or in the safe in each bedroom of the boarding house. Written Parental Consent must be given for safekeeping of passports/BRPs by the School.

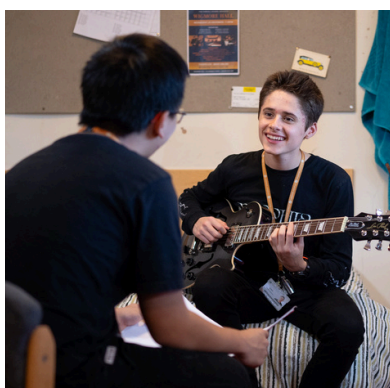
ATTENDANCE, ABSENCE AND STUDENT TRAVEL/CARE ARRANGEMENTS FOR SCHOOL HOLIDAYS AND EXEATS

The School publishes its term dates almost two years in advance to enable all families, especially international families, to plan their travel arrangements appropriately. As a school we have a duty to ensure that all students who are enrolled with us maintain acceptable levels of attendance. To be consistent with the School's Attendance Policy, and in line with the School's Terms and Conditions, we do not routinely grant extended periods of absence except in the most extenuating circumstances. Absence will not be authorised for early departure at the end of term (or half term/exeat) or late return after the start of term (or half term/exeat) to accommodate travel or travel costs.

If an absence during the term time is needed, an absence request must be made through studentabsence@purcell-school.org for this to be authorised. Travel should not be booked unless you have an authorised absence given by the School. Where levels of absence for sponsored students begin to cause concern (whether cumulative or not) or unauthorised absence is recorded, this will be reported to the Home Office and may impact the student's visa status.

The School is required to maintain detailed records on arrangements for student travel and/or accommodation during school holidays. Parents and guardians are expected to communicate all details of travel arrangements and accommodation during the school holidays including flight details, travel to and from school and the contact details of adults supporting with travel where required. Parents and Guardians will be contacted 2 weeks in advance of the end of term/half term/exeat and must complete the details as requested via a link.

Students studying at the school on a Child Student visa are not permitted to stay outside of school during the term time unless by express agreement with the School and with written agreement by parents and guardians. Students cannot stay with parents in the UK during term time where the parent holds a visit visa or other short term visa. Occasional weekend visits by parents are permitted in agreement with the School.



TEMPLATE PARENTAL CONSENT LETTER FOR CHILD STUDENT VISA APPLICATION

HOME OFFICE / UKVI

[Date]

To Whom It May Concern

[Child Name - DOB - Nationality]

[We are the parents / I am the parent / legal guardian] of the above-named. [Name of child] has been offered an unconditional place to study and to board full time at The Purcell School, Aldenham Road, Bushey, Hertfordshire WD23 2TS.

[We / I] consent to the following for the above-named child:

Arrangement	Details
UKVI Visa Application	Application for permission [to enter / to remain in] the UK as a [Child Student / Student]
Travel to the UK / School	[Please provide details of travel arrangements to the UK, full details of who will meet the child when they arrive in the UK, including full contact details, and how they will travel to the school]
Care in the UK	<div>[Please provide details of who will care for the child in the UK, including full contact details e.g. full-time boarder, or weekly boarder with weekend care. If weekly boarder, proposed details of weekend care must be provided]</div> <div>[If UK guardianship arrangement confirmed, provide full contact details of UK guardian (and host family if different)]</div>

[We / I] consent to [name’s] visa application [, travel to, and reception in the UK]. [We / I] consent to the proposed care arrangements for [name of child] in the UK.

Yours faithfully,

[Signature]

[Name of Parent 1 / Legal Guardian]

[Address of Parent 1 / Legal Guardian]

[Telephone]

[Email]

[Signature]

[Name of Parent 2]

[Address of Parent 2]

[Telephone]

[Email]

TEMPLATE PARENTAL CONSENT LETTER FOR UNACCOMPANIED TRAVEL TO THE UK

UK VISAS AND IMMIGRATION

[Date]

To Whom It May Concern

Travel Information and Parental Permission to Fly

[We are the parents / I am the parent / legal guardian] of the above-named. [Name of child] has been offered an unconditional place to study and to board at The Purcell School.

Pupil Name	
DOB	
Passport Number	
Date and Time of Arrival	
Flight Number	
Arrival City	
Name of Person Collecting Student	
Contact Number of Person Collecting Student	[Mobile Number]
24 Hour School Contact Name	[Insert Name, Title, Contact Number, Email]

Parental Consent

I/We confirm that I/we give my/our full consent to my/our child to travel alone to The Purcell School.

Yours faithfully,

[Signature]

[Name of Parent 1 / Legal Guardian]

[Address of Parent 1 / Legal Guardian]

[Telephone]

[Email]

[Signature]

[Name of Parent 2 / Legal Guardian]

[Address of Parent 2 / Legal Guardian]

[Telephone]

[Email]

THE PURCELL SCHOOL SPONSOR DUTIES

As a registered and licensed sponsor, The Purcell School must:

1. Act honestly with full disclosure in all its dealings with the Home Office (UKVI)
2. Act with integrity as a genuine education provider.
3. Take responsibility for all its sponsored students whilst it is sponsoring them. The School is responsible for a sponsored student from assignment of the CAS until the student is withdrawn, leaves the UK, or is given permission to stay in the UK with a different sponsor or in another immigration category.
4. Do all it can to ensure that prospective students are genuine students who can comply with the immigration rules and students who enrol, comply with their conditions of leave and see their course through to completion.
5. Ensure that concerns about the conduct and integrity of sponsored students are treated consistently with other students, including taking appropriate action where students are found to have used deception to gain advantage in their studies.
6. Comply with all aspects of the Immigration Rules and sponsor guidance and support immigration control, including taking steps to ensure that every student has permission to study in the UK throughout the whole period of their study.
7. Cooperate with the Home Office by allowing its staff immediate access to any of its sites and comply with all requests for information.

The Purcell School also has specific safeguarding duties and monitoring, reporting and record-keeping duties in relation to all sponsored students:

1. As a Home Office sponsor we are duty-bound to monitor the whereabouts, care arrangements and travel arrangements of all sponsored students.
2. As a Home Office sponsor we are duty-bound to report unauthorised absences of sponsored students of 10 consecutive contact points (we interpret this to mean each morning and afternoon registration/session ie. 5 days) and may withdraw sponsorship prior to this if we have reason to believe the student has stopped attending school. We are duty-bound to report any relevant changes to circumstances of our sponsored students that may affect their student status.
3. As a Home Office sponsor we are duty-bound to maintain a history of the contact details and care arrangements (guardians) for sponsored students, as well as keep/maintain other specified documents related to our sponsored students. To enable us to continue sponsoring your child, we request that any change to these details be communicated to us as soon as possible.

PARENT RESPONSIBILITIES

It is the duty of parents to familiarise themselves with the UK Immigration requirements and ensure they comply with the conditions of the Child Student Visa status as well as all applicable conditions of the Child Student Visa route set below. For The Purcell School to continue sponsoring your child, please note and comply with the following requests:

1. Ensure their passport remains valid during the entire period of study at the School and update the School with new passport details.
2. Inform the School of any changes to contact details (both parent or guardian) as soon as possible.
3. Complete all travel forms provided by the School regarding Exeat, half term and end of term arrangements in good time.
4. Communicate to the School any travel or Exeat arrangements where your child will not be residing at the School or returning to parents. These arrangements will need to be detailed and require parental consent, or equivalent.
5. Inform the School of any absences as soon as possible.
6. Inform the School and UKVI of any changes to your child's personal details that may affect their visa and/or immigration status. These changes may include name, address, nationality, gender etc.
7. Report any change in circumstances to the School that may affect your child's visa and/or immigration status such as withdrawal or non-completion of their studies. Sponsored students should note that interruption, suspension and withdrawal have implications on immigration status and may result in a requirement to withdraw sponsorship and leave the UK.

