St Mary's School
CAMBRIDGE

Child Student Visa Policy between Parents and St Mary's School

This policy is the responsibility of the UKVI Authorising Officer.

Last review: March 26

Next review: March 28

Introduction

We are delighted to be able to welcome international students to St Mary's School, Cambridge (the School). Not only are they able to benefit from a UK education but they enrich school life and enhance the experience of all students.

All international student who do not hold a passport that allows them to study unsponsored in school, must have a Child Student visa to allow them to study in school. Similarly, the School must have a Child Student licence issued by the UK Home Office that allows it to recruit overseas pupils.

With the School licence comes several continuous and on-going responsibilities that the School must comply with at all times. Any school that does not do this will prejudice their licence and may have it withdrawn by the Home Office. Were this to occur, all sponsored pupils would have to leave the School and make a new visa application. The impact, therefore, on pupils and the School can be very serious.

By signing this form, it is agreed that you and your child will, for the duration of her sponsorship:

- Arrive in the country the day before the stated first day of term/half term
- Not leave the country until after the stated time on the last day of term/half term but before 6.00pm on that stated day
- Will have an attendance record of at least 90%
- Not book any holidays during term time
- Provide evidence of flight details and travel arrangements when requested by a member of the Boarding staff
- Ensure the schools guardianship policy is adhered to at all times

Spring Term 2026	
Term begins	Tuesday 6 January **Boarding house open:** Monday 5 January from 9.00am
Half Term	Monday 16 February - Friday 20 February **Boarding house closes:** Friday 13 February at 6.00pm **Boarding house opens:** Sunday 22 February from 6.00pm
Term end	Friday 27 March (at noon) **Boarding house closes** at 4.00pm
Summer Term 2026	
Term begins	Wednesday 15 April **Boarding house opens:** Tuesday 14 April from 9.00am

Half Term	Monday 25 May - Friday 29 May **Boarding house closes:** Friday 22 May at 6.00pm **Boarding house opens:** Sunday 31 May from 6.00pm
Term ends	Friday 3 July (at noon) INSET: 3 July (1pm - 4pm) **Boarding house closes** at 4.00pm

2026/2027

Autumn Term 2026	
INSET 1 & 2	Tuesday 1 and Wednesday 2 September
Induction Morning for new Senior School Students **ONLY** (Years 7-10 and 12)	Thursday 3 September
Term begins	Friday 4 September ***New Boarders arrive:*** *Tuesday 1 September from 9.00am* ***Existing Boarders return:*** *Wednesday 2 September from 9.00am*
Half term	Friday 23 October - Monday 2 November inclusive ***Boarding house closes:*** *Thursday 22 October at 6.00pm* ***Boarding house opens:*** *Monday 2 November from 6.00pm*
End of term	Friday 11 December (at noon) ***Boarding house closes at 4.00pm***

Spring Term 2027	
INSET	Monday 4 January
Term begins	Tuesday 5 January ***Boarding house open:*** *Monday 4 January from 9.00am*
Half term	Monday 15 February - Friday 19 February ***Boarding house closes:*** *Friday 12 February at 6.00pm* ***Boarding house opens:*** *Sunday 21 February from 6.00pm*
End of term	Wednesday 24 March (at noon) ***Boarding house closes at 4.00pm***

Summer Term 2027	
INSET	Monday 12 April
Term begins	Tuesday 13 April ***Boarding house opens:*** *Monday 12 April from 9.00am*
May Bank Holiday	Monday 3 May ***(Boarding house remains open)***
Half term	Monday 31 May - Friday 4 June ***Boarding house closes:*** Friday 28 May at 6.00pm ***Boarding house opens:*** Sunday 6 June from 6.00pm
End of term	Wednesday 7 July (at noon) ***Boarding house closes at 4.00pm***

In order to ensure that pupils and parents comply with the UK Government's requirements on visa entry, the school have instructed Newland Chase Education – a UK immigration law firm that specialises in pupil visas and school licences to complete and submit all visa applications, whether these are overseas applications, or renewal visas in the U.K.

Newland Chase Education contact details are:
Newland Chase Education
Capitol house
1st Floor West
Russell Street
Leeds
LS1 5SP
Tel +44 (0) 1133401515

If a sponsored student turns 18 years old, they may carry on with their course until their permission to stay ends. If the pupil wants to do further study in the UK, they will have to apply under another visa category.

Students joining from another school in the UK must have a visa application sponsored by this School in place, before they arrive at school. If your child is transferring from another school, please contact **Newland Chase Education** and they will complete the new visa application sponsored by our School.

Child Student Visa Application Process

The Child Student immigration route is for children between the ages 4 to 17 who wish to study at an independent school in the UK. Details of the requirements of a Child Student Visa can be found: Child Student visa: Overview - GOV.UK.

Step 1

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

- A signed copy of the acceptance form by those parents with parental responsibilities along with the acceptance deposit

- A signed copy of the Child Student Visa Policy
- A copy of the student's passport
- A copy of the student's birth certificate

Step 2

On receipt of the above, the School will send your details to Newland Chase Education who will contact you directly for the information and copies of documentation required to complete the visa application.

When they are satisfied that the application will be compliant, they will:

- Issue the CAS on behalf of the School.
- Complete the online visa application on your behalf
- Make the visa appointment at the Embassy/High Commission in your country of residence
- Send you all the required paperwork with clear instructions on what needs to be signed and taken to the appointment.
- Provide a covering letter acting as your immigration lawyer, which will also be submitted with the application.
- In the unlikely event of a visa refusal, Newland Chase Education will assist with the administrative review.

The cost for this service will be added to the School's invoice.

I/We confirm that we have read this Child Student Visa policy and agree to adhere to the guidelines.

Mothers Name:	Father's Name:
Mothers Signature:	Father's Signature:
Date:	Date: