



GUIDANCE FOR OVERSEAS STUDENTS

Documents to be received from an applicant in the first instance

Registration Form and fee (currently £100)
Examination Fee £30 (where applicable)
School Reports
Any Educational Psychology Reports
Passport
Birth Certificate

Entry examination requirements (exam papers will be sent for completion by applicant where required)

- Years 6 to 10 – Entrance Examination papers in English and Mathematics.
- Year 12 – either predicted GCSE grades (or equivalent) or by examination in the four subjects to be studied in the Sixth Form. IELTS Level 6.
- Where English is a second language a Skype Interview will be required.

If it is not possible for a student to visit the school, examinations may be taken at the student's school (providing the school is willing to administer these on our behalf) or through the British Council or the Agent appointed by the parent (under strict examination conditions).

Applicants from Hong Kong may also take exams through the HK Overseas Examination Authority.

Once the papers have been marked, if the school is able to offer a place to the student, the following will be sent:

- **An Offer Letter**
If the student is from within the EU this is a standard offer letter.
If the student is from outside the EU the letter will refer to the need for a visa application to be processed in good time (*see below*).
- **An Acceptance Form**
- **A copy of Terms and Conditions**
- **An Information Booklet**
- **A Welcome Pack**
- **Joining Instructions**

If accepting the offer of a place, students will then need to return the following documents and information:

- Acceptance Form and Terms and Conditions duly completed and signed by both parents (where applicable)
- Deposit – this is non-refundable if the place is not taken up after acceptance
- Guardian details
- Date of arrival (when known)
- Arrival flight details (*if a visa is required, **do not** book flights until it has been received*)



- Boarding and tuition fees – to be paid by the first day of the Autumn Term

Students from outside the EU that require a child visa

On receipt of the above documentation, the school will initiate the **Confirmation of Acceptance of Studies (CAS)** via our Immigration Services provider **Newland Chase**. Newland Chase will then handle the entire visa application process for you.

Permission to come to the UK is called “entry clearance” – students should wait until they have obtained this clearance before booking any travel tickets. It is strongly recommended that students and their parents read and understand the Child Visa guidance – an Agent, if being employed, should be able to assist in this respect.
[Child Student visa: Overview - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

On arrival at the School, students will be required to provide the following and the information will be checked against that already supplied by them.

- Passport – each and every page, including the cover, will be copied.
- Biometric Resident Permit (if required)
- Confirmation of official exam results (where applicable)
- Boarder’s Medical Form
- House Information Sheet
- Cultural Form
- Consent to securely store Passport and BRP card in Boarding House (where applicable)
- Any other joining forms



BRP Cards

When a visa has been granted, a vignette for ONE month will be put in the passport to enable the student's entry to the United Kingdom.

At the start of term, the **Biometric Residence Permit (BRP)** card will be sent to the school via Newland Chase. A BRP is a plastic bankcard-sized card which has a computer chip in it containing details the Leave to Remain. Students are advised to keep these cards with their passports, and they can be stored securely in the boarding house with the House Master. Students will need their BRP cards each time they leave the country.

The BRP will be for the duration of the course. If the student stays with the school for A-Levels, a new CAS and BRP will be required. Please contact us to initiate this.

USEFUL REFERENCES

Loughborough Schools Foundation's Sponsor Licence Number: **TG9YBPA92**

Alternative Collection Location Code: **2SC577**

If any further help or guidance is needed, please contact Samantha Lister, Registrar, on ++44 1509 233233, or email grammar.admissions@lsf.org