

TIER 4 PUPILS TRACKING POLICY

Abbotsholme is licensed by the UK Visas and Immigration office (UKVI) to act as a 'Tier 4 Sponsor' to enable students from outside the European Economic Area to come and study in the UK. We have both boarding and day pupils in this category.

We are expected to contribute to immigration control by ensuring that Tier 4 students fulfil the conditions of their visa (mainly concerning any absences), including notifying the UKVI of any breaches.

The input of a number of staff is necessary to achieve this. The following procedures apply:

- **Deaglan McArdle**, Admissions, (DM) is in charge of communicating with UKVI.
- Our Tier 4 pupils are identified by a marker on the PASS system. A list is also displayed in the staff room on the 'pupil absences' board and circulated to affected staff (RB, house parents, tutors, Health Centre) by DM at the start and end of each half term, together with a reminder on the importance of notifying her of any matters, as below.
- For any planned period of absence from the school of greater than 5 days duration, the permission of the Headmaster, must be sought. Without this, the absence is *unauthorised*. Any formal requests for absence of this nature must be passed to RB. When permission for absence is approved by RB, he notifies the relevant houseparent/tutor and DM.
- **House parents** (in the case of boarders) and **tutors** (day pupils) are asked to notify DM:
 - At the **start of term and half term**:
 - Of any pupils who have not returned on time, whether or not this absence has been approved, together with any knowledge they have as to reasons (e.g. illness, flight delays, etc.).
 - The date that any such pupils do actually arrive, with any further information.
 - After **weekend other periods of leave**, of any pupils who have not returned at the agreed time.
 - At **any time**, of any pupil having a period of absence from school of greater than 5 days (10 equivalent to 10 registrations), whether or not this has been authorised. Any supporting information should be passed on.
 - At the **end of term**, of any pupils leaving before the published end of term. Any supporting information, including whether the absence has been authorised, should be passed on.
 - If they have any other worries about the attendance of Tier 4 pupils.
- Helen Hudson (HH), the Health Adviser, advises DM of any periods of absence through illness (whether the pupil is in school or not) that exceed 5 days.
- House parents maintain records as to the whereabouts of their boarding pupils and the location of any stays away from school during term time, as part of their normal routines.
- PH maintains records of late starts, absences and early finishes and notify UKVI as appropriate of any reportable breaches of the regulations.

Circulation: House parents, Helen Hudson, Stacey Wall, Deaglan McArdle, Bob Barnes, Julie Noon, tutors of any Tier 4 day pupils.

Reviewed by: Head of Marketing and Admissions

Date of Review: 10th February 2020

Next Review: 9th February 2021