

The Assessment Days are held in the Autumn Term and decisions are posted in December. Once the formal acceptance of a place is received, this completes a legally binding agreement and a Security Deposit is required (refer to Schedule of Fees).

All applicants are expected to attend the Assessment Day at Woldingham, although where circumstances do not permit this, the school can help to arrange alternative testing dates and/or locations.

References are sought for all applicants from their current Head Teacher in line with GSA and HMC guidelines.

11+ and 13+ assessment

The 11+ assessment process requires applicants to take the online 11+ ISEB Pre Test either at her school or at Woldingham. All applicants will attend Woldingham on the set assessment day and take a short Creative Writing Paper and have an interview.

The English and Mathematics 13+ assessments are broadly in line with the National Curriculum KS3 and are on 7.9 (1)-7.8 (+)4.8 (a)anmir tt+ a /P 9 (h)-0.8 G1.391 Td()TjEMC /P /MCID 9 ges-0.8 (gl)-3.is(s)-4.3 (a)-3.3 (ld

Guardian Policy for more details.

Candidates are required to undergo the same entry tests as UK-based applicants. Entrance assessments can be sent to a student's current school, the British Council or an accredited agent's office if attendance at the Assessment Day is impossible, but it is recommended that prospective families visit Woldingham at some point prior to entry.

The school assesses all non-native English speakers (if applicable) using the British Council English for Speakers of Other Languages (ESOL) test. The school assesses all non-native English speakers (if applicable) using the British Council English for Speakers of Other Languages (ESOL) test.

Record keeping

A hard copy securely kept in Admissions Department office and/or electronically on the school's management information system:

- x A centralised system exists to record all travel arrangements for each visa sponsored student travelling to and leaving school campus.
- x Woldingham School is required to hold a photocopy of a student's current passport, visa and/or copy of the migrant's UK biometric card.
- x Parent and guardian contact details for all students are annually checked-historic contact details kept in records.
- x Sight of the date stamp entry to ensure that the student has entered the UK to ensure the validity of their visa and therefore have permission to study. Dates should be recorded.
- x E-gate users - evidence must be produced such as copy e-tickets and/or boarding pass.
- x Record of attendance and absence by academic and house staff.
- x History of travel arrangements by house staff and transport manager.
- x All school reports thereby providing evidence that the sponsored student is fulfilling their purpose of stay.
- x Maintain spreadsheet record of CAS assigned/used and notes.
- x Woldingham will securely store passports for safekeeping only; students are able to access their passports whenever needed.
- x The school has a 3 month alert via our management information system for passport and visa expiry. The Admissions office will then contact the parents at 90 days, 60 days and 30 days as necessary.
- x All documentation to be kept for the duration of the sponsorship period plus one year or until a compliance officer has examined and approved them, whichever is the longer period. Documentation no longer required is shredded.

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- x Record on MIS or copy evidence of assessments/qualifications/references/reports used as part of the admission process.
- x A student progressing and transferring to the next academic course must have used their CAS before course start date. Careful monitoring of this situation should occur.

Reporting

- x Advise when a new Authorising Officer has been appointed and any changes to key personnel.
- x The school responds to the Home Office's points-based system where we are required to report international students who fail to enrol when expected or who are absent for 10 expected consecutive missed contacts (a contact point is defined as morning registration or afternoon registration), those who are expelled via the school's discipline or attendance policy or breach the conditions of permission to stay.
- x Meet the requirements to maintain our Sponsor License by ensuring that the % CAS issued resulting in refusal must be less than 10%, ensure that 90% CAS used convert to a visa issued and enrolment to the school and 85% complete their course to the anticipated end date. Failure to meet these targets will result in suspension of UKVI sponsor license.
- x Report annually to School SLT.

Home Office Compliance Inspections

- x Annual in house or immigration lawyers pre-inspection audits to ensure compliance – Admissions, Attendance, HR, Head of Boarding, Head of IT and Data Protection Officer.
- x Ensure that the relevant personnel are available including the Authorising Officer.
- x Maintain all documents that the Home Office may require.

Visa Migrant's Role

- x Responsibility to comply fully with providing information to the school as requested as a condition of their permission to stay and study in the UK.
- x Provide proof of ability to fund migrant's course of study.
- x Inform sponsor of any immigration history.
- x Expectation that they attend as expected on the first day of term until the last day of term unless they have authorisation from the Senior Deputy Head.
- x Parents are asked to adhere to the published term dates when booking international flights.
- x Ensure that the school has up to date contact details.