



Lancing College

Senior School & Sixth Form

**Additional Information  
for International Pupils**  
**2024–2025 Academic Year**



# **Additional Information for International Pupils**

## **2024–2025 Academic Year**

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# 1. Before coming to Lancing

The *Joining Instructions* booklet contains all required information on uniform regulations, boarding procedures and what you need to bring with you.

It is important to note:

- a. All international pupils, whatever their age, are required to have a guardian in the UK. It is the responsibility of parents to arrange for this and to pass on the guardian's details **before their child comes to the school**.

The College does not arrange guardians, nor does it advise on guardians. If parents need advice they can contact the Association for the Education and Guardianship of International Students (AEGIS), an umbrella body which accredits a large number of guardianship agencies. Their website is [www.aegisuk.net](http://www.aegisuk.net). There is a list of guardians and guardianship agencies that current parents have used at the end of this document which may be helpful as a starting point.

If you are using a guardian agency accredited by AEGIS (Association for the Education & Guardianship of International Students) you will be aware that they have recently updated their guidance and support for their client families.

- b. The College is generally not able to accommodate boarders during Exeat Weekends, Half Term breaks or the holidays. All boarders must leave the College on the last day of term and may not take up residence before the first day of a new term. Access to a local guardian or host family is therefore important to prevent significant travel time at the start and end of such breaks as well as in support of pupils for events like parents' meetings. Please see note on visa holders.
- c. The College requires that pupils should be at school for the full duration of the term. They should not leave early or arrive late. Parents are asked to ensure that travel plans take term dates into account. Term dates are published a year in advance; transport details and any requirements are collated before each holiday.
- d. All items of school uniform can be purchased by appointment from the School Shop or via the online shop.
- e. To make an appointment to visit the School Shop, please contact Mrs Karen Ford on 01273 465 928 or email [uniformshop@lancing.org.uk](mailto:uniformshop@lancing.org.uk).
- f. The online school shop can be accessed from the College website ([www.lancingcollege.co.uk/shop](http://www.lancingcollege.co.uk/shop)). Orders placed can be collected from the School Shop. An account can also be set up with the shop for items needed in term time.
- g. Each term's fees are payable in advance.

## 2. Travel between home and College

The school publishes term dates a year in advance in order to assist parents booking flights. We know you will share our view of the importance of your children's education and therefore understand that we do not permit pupils to miss lessons in order to travel between home and school. To that end, half termly information is sent from the school regarding school-arranged transfer to and from the airports, but some key points will always pertain:

- **Transfer times:** A lead time of 5 hours to Heathrow or Stansted, and 3.5 hours to Gatwick is recommended.
- We will arrange transport in the most cost-effective manner possible, so on coaches or via shared taxis, using a reputable taxi firm well known to the school. The cost (currently £40 each way by coach; rather more for a taxi) is charged on the school bill.
- Any pupils travelling as an Unaccompanied Minor (as organised by parents with the airline at an additional cost) should have the full and correct relevant paperwork with them at all times; should ensure that they have a charged and switched on mobile phone (with a UK number) with them and a note of correct collection information from the College VLE.
- Pupils who require school transport must provide us with a UK mobile number and turn it on when landed so that they can be contacted at the airport. Additionally, a telephone number for the pupil's guardian should be provided on the form in order that we could contact them in the event of delays etc. School transport will be organised as efficiently as possible depending on arrival times, to keep costs down.
- Whilst Boarding Houses open at 18.00 to returning boarders at the start of most terms (the Advent Term excepted for new pupils), for those arriving back to school via airports, one boys' and one girls' House will be open from 09.00 in order that luggage may be stowed and early returning pupils may have a base until the school re-opens. Lunch and supper will be provided for all those returning throughout the day. At the start of terms, all boarders must be in College for 20.45 in time for the 21.00 roll call (Boarding Houses will be alarmed from 23.00 so should pupils return to the UK later they will need to be accommodated by their guardians).
- For the October and February Half Terms and after the end of term Carol Service in December, boarders are either able to return home that evening or to remain in school overnight to facilitate travel to airports the following morning.
- We appreciate that some airlines operate one flight per day to and from certain destinations. In the event that this flight time would necessitate an early arrival in the UK before the start of term, we ask that your child stay with their guardian the night before returning to school and that independent travel arrangements are made.
- Whatever the age of a pupil, we require them to transfer from our care into the care of a parent or guardian – so pupils flying in or out of the country cannot stay solo in a UK hotel on the day before departure/day after arrival.

### VISA HOLDERS

- **It is essential that we have a record of travel arrangements for all visa-holding pupils, regardless of whether they require school transport or not. Please ensure that you complete and return the Arrival and Departure Arrangements form sent at the beginning of every term.**
- For Child Student Visa holders, it is a requirement of the College's sponsorship that we are notified of all travel plans in advance of each College holiday. Travel arrangements should not require a pupil to depart the College before a given holiday or Half Term begins, and all arrangements should be in compliance with the published term dates. Failure to notify the College of travel arrangements or repeated early departures would jeopardise a pupil's current visa, and any further applications made at a later date. Notification of a pupil's travel plans must come from their parent/guardian as we are not able to action requests for College transport received directly from a pupil.
- The College will provide all international pupils travelling an 'invitation letter'. This letter confirms your child's enrolment at Lancing and we would recommend that this is kept in their hand luggage at all times when travelling.
- As a secondary precaution we also recommend that you provide your child with a 'consent letter'. This letter confirms your agreement for your child to be a student at Lancing. We would ask that you provide the College with a copy of this letter and a draft is available on request. Your child should also have a copy when they travel. This precaution responds to the increasing concern at all airports for children travelling unaccompanied and is being recommended to all parents of pupils who live outside of the UK.

## 3. Visas – Child Student Visa holders only

In response to the growing UKVI compliance requirements introduced over the last 12 months, the College has reviewed how it can best deal with the administration of these visas in a safe and efficient manner for the benefit and protection of its pupils and parents. Lancing has appointed Newland Chase Education, a specialist in this area, to operate visa application work on our behalf. Below are some of the requirements which are now placed on the College as visa licensees.

As soon as your place at Lancing is confirmed we will pass your details to Newland Chase Education. One of their representatives will be in contact and work closely with you to ensure that your application is processed efficiently and that you are kept informed of what is required from you and when.

### ON FIRST APPLICATION TO LANCING

Each pupil has to be individually sponsored by the school via the issue of a Confirmation for Acceptance of Studies (CAS) certificate. It is the responsibility of the school to ensure that the applicant 'to the best of their knowledge meets the requirements of the rules for a valid CAS'. A CAS application which is refused by the Embassy will count against the sponsoring institution's annual statistics which are monitored and are important for licence renewal. The school has to ensure that every applicant is genuine and has never been refused previously. This includes checking and verifying the following:

- identity documents such as their passports and birth certificates.
- reports and qualifications.
- the current level of English is acceptable and genuine.
- the entrance papers are genuine and have been invigilated to the required level.
- the applicant has sufficient funds available to pay the fees for boarding and tuition for the first year in full prior to applying for the CAS. This may include requesting bank statements for dates and funds to be checked.

We must also ensure proof of parental consent and that the relationship between the child and their parent(s) or legal guardian(s) are genuine by requesting the adult passports, birth certificates and associated legal documents.

**Please refer to the following sources for further information:**

- [www.lancingcollege.co.uk/sites/default/files/inline-files/International/Lancing-College-Administration-Student-Visas-Nov2020.pdf](http://www.lancingcollege.co.uk/sites/default/files/inline-files/International/Lancing-College-Administration-Student-Visas-Nov2020.pdf)
- [www.gov.uk/child-study-visa](http://www.gov.uk/child-study-visa)
- Newland Chase Education can be contacted on 0113 340 1515 or email: [education@newlandchase.com](mailto:education@newlandchase.com)

## 4. Communication with Parents

All pupils are given their own email addresses and have access to computer terminals at various times throughout the day. Pupils are allowed to keep mobile phones at school, provided they adhere to the regulations governing their use.

Many pupils choose to use Skype (or similar) to contact friends and family and this is permitted in the evenings and at weekends. Skype can be accessed using their iPads or laptops outside the scope of the lesson-time day.

Parents who are concerned about their children should, in the first instance, make contact with the Housemaster or Housemistress. They may do this by phone, email or in writing. Contact details are given in the Joining Instructions. Likewise, Housemasters and Housemistresses will keep in close contact with parents and will alert parents by phone, email or in writing should problems arise or should there be particular good news to pass on.

All reports and other important information are uploaded onto the parent portal. There is a regular e-newsletter for parents, and the termly publications The Quad and the What's On Performing Arts Calendar will be sent to all parents. Parents are asked to read all material carefully and to respond promptly where this is required as this helps us to care for your child.

Parents and guardians are invited to attend a variety of House and school social events during term time. There are, for example, annual year group suppers for parents and guardians. Guardians are invited to attend annual parents' evenings to discuss pupils' academic progress with teachers.

As a Lancing parent you automatically become a member of the Lancing Parents Association. Networks of Lancing parents exist around the world and if you would like to be put in contact with other Lancing parents living and working overseas please contact Catherine Reeve, Foundation Director on 01273 465 786 or email [clr@lancing.org.uk](mailto:clr@lancing.org.uk)

The College website is kept up-to-date and is a useful source of information for parents. This includes an online (and synchronisable) calendar and details on forthcoming events. There is also a dedicated area of the website 'Information for Current and New Parents' where generic information such as termly co-curricular options and copies of school policies can be found.

## 5. Curriculum

International pupils are expected to follow the same curriculum as others, with the following exceptions:

- a. Pupils whose first language is not English may be advised not to take IGCSE English or English Literature. They may, instead, be advised to take IGCSE English as a Second Language.
- b. Pupils whose first language is not English are not required to choose a Modern Foreign Language among their GCSE options but are advised that this would be a good idea.
- c. Pupils in the Lower Sixth whose first language is not English will need to take the IELTS English exam and attend IELTS lessons. Success in this exam is necessary for entry into UK universities.
- d. International pupils in the Sixth Form are expected to take an A Level in their own language where such
- e. A Levels are available. Tuition is arranged by the school. Extra English lessons can be provided if necessary. A charge is made for these lessons.

## 6. Careers Advice & University Application

The majority of Lancing's international pupils go on to study at UK or international universities. The College has a great deal of experience in placing international pupils in competitive universities. A dedicated Overseas Universities Co-ordinator advises those pupils wishing to study at a university outside the UK. Pupils are supported by their academic tutors, who offer advice on choice of courses and universities and on completing the pupils' personal statements. Interview practice is offered by the College.

Careers advice is provided to all pupils. A Careers Fair is held every year for pupils in the Fifth Form and also new Upper Sixth pupils. There is a regular programme of speakers as well as interview practice and for the Sixth Form there are opportunities to network and hear from former Lancing students in a range of professions.

Fifth and Sixth Form pupils are strongly advised to arrange a work experience placement during school holidays – especially during the summer holidays at the end of the Lower Sixth. The College can advise on such placements but does not arrange them directly. Child Student Visa holders are not allowed to be employed in the UK. Therefore, parents of international pupils are urged to assist their children in securing work experience places in their home countries.

## 7. Medical

Details of medical provision are given in the *Joining Instructions*. The College has a Health Centre which is staffed at all times during the term and has a team of expert and highly qualified nurses. The School Medical Officers visit the College every week. Parents are required to complete the *Medical History Form* sent to them with the *Joining Instructions* and return it to the College before their child arrives. Pupils are unable to start at the College unless the *Medical History Form* has been received. It is very important that parents communicate as fully as possible with their child's Housemaster or Housemistress about any medical treatment undertaken in the holidays and any medication prescribed to their son or daughter and any information which can best assist us in the pastoral care of their son or daughter. Pupils under the age of 16 are only permitted to have medicines in their possession if this is requested by parents and agreed, upon medical advice, with their Housemaster or Housemistress. All medication must be clearly labelled.

The guardian acts *in loco parentis* if medical decisions need to be made and where parents cannot be contacted directly.

## 8. Reporting

Pupils are regularly assessed by their teachers. Twice each term pupils are given a set of 'grades'. In the Third, Fourth and Fifth Forms these consist of an attainment grade and an effort mark per subject. In the Sixth Forms an attainment grade is awarded. Targets grades are set from the Lent Term of the Fourth Form. Every term each pupil receives a full written report covering academic, co-curricular and pastoral matters. Electronic copies of classifications and reports are regularly uploaded to the Parent Portal.

## 9. Food

The College Catering Department offers a balanced and varied menu which runs over a three-week cycle. Menus are available on the website and wide range of options (many of them proposed by pupils) is available at mealtimes. Vegetarian and vegan dishes are always available and a range of special dietary requirements and religious dietary requirements can be catered for, and the Head of Catering is always happy to work closely with pupils in this respect. A pupil Food Committee ensures that pupils have input into menu planning and a number of celebratory meals each year offer dishes from a range of countries.

Whilst meals are taken in the Dining Hall, all pupils have access to cooking facilities within their Houses where they are able to prepare additional snacks. Cookery as an activity is also offered within the co-curricular programme.

The newly refurbished School Café is open at morning break and the afternoons and evenings for snacks and drinks. Teas are provided in the afternoons within Houses.

Dining over the weekend is more relaxed. On Sunday mornings, when there is no 10.00 Eucharist, the College provides a leisurely brunch for boarders from 11.30.



## 10. Sport

The College offers a very wide range of sporting activities during the afternoons and over the weekends. International pupils who play sports other than the 'traditional' British school games such as football, cricket, netball, rugby or hockey should find it possible to continue with their chosen sport at the College. Sports such as basketball, badminton, volleyball, karate and kickboxing are popular with international pupils. The College has a first-class indoor Swimming Pool. There is a comprehensive programme of afternoon games and activities which allows pupils to exercise choice, but all pupils are expected to involve themselves in sport of one kind or another.

Over weekends and in the evenings, boarders are able to play informal team games, either on the College playing fields or in the Sports Hall.

With over 120 co-curricular activities on offer there is an exciting range of options for pupils to enjoy and explore which allow new skills to be learned as well as existing skills to be developed.

## 11. Other Points

- Transport to a nearby shopping centre is provided for boarders every Sunday afternoon.
- International pupils are encouraged to celebrate national holidays as appropriate. For example, a large Chinese meal is provided over the weekend closest to the Chinese New Year (to which all boarders are welcome).
- It is College policy that pupils of all nationalities should integrate as fully as possible. Pupils are encouraged to speak English at all times and to get involved in a range of activities.
- The House Music Competition encourages international students to demonstrate skill in playing or singing music from other countries.
- A range of activities and visits available to all boarders is organised at weekends, both centrally and through Houses, and this programme runs throughout the year.

## 12. Exeat Weekends

There are five Exeat Weekends per year. Pupils go home from 16.00 on the Friday afternoon and return between 19.00 and 20.45 on Sunday or, by particular arrangement, by 08.15 on Monday morning. For the May Bank Holiday, departure will be from 12.30 on the Saturday (or after any sporting commitments have been fulfilled), returning between 19.00 and 20.45 on the Monday evening or, by special arrangement, by 08.15 on Tuesday morning. The dates for these weekends are published well in advance, and international pupils are expected to stay with guardians (or, in consultation with guardians, to visit a friend's family) on such weekends. Parents of international pupils should make arrangements for their children during this period, and email or written confirmation of these arrangements is required by Housemasters and Housemistresses. It is helpful if a guardian or a host family via a guardianship agency is within two hours of the College, in order to make travel to and from school and guardian at an Exeat a smooth and swift process.

# Guardianship – Terms & Conditions

- Following *The Children Act (1989)*, *The Protection of Children Act (1999)* and *The Care Standards Act (2000)*, Lancing College, in promoting and safeguarding the welfare of every student, requires parents who do not live in the United Kingdom to appoint a guardian to act on their behalf.

The above legislation protects the rights of children and makes ‘proper and appropriate care’ a compulsory requirement

During term time the school is legally responsible for each student’s welfare, and undertakes parentally delegated responsibilities. However, there are times (eg Exeat Weekends, Half Term breaks, or when a child is suspended or expelled by the school, etc) when the school must be able to hand over these parental responsibilities to another adult – a properly appointed guardian.

- Guardians may be a family member or relative, or family friend who is over 25 years of age and who is not a full-time student, but is resident in the UK. If such a contact in the UK is unavailable, guardians can be provided by a reputable guardianship organisation. It is important that the guardian is close to the school in order to take on this in loco parentis role when need requires – and we recommend they should be within 2 hours’ travel from the College.
- Lancing College is a member of AEGIS, a national body for monitoring and regulating the welfare of international students. AEGIS provides accreditation of guardianship organisations in line with the new National Minimum Standards for Boarding and guidance from the NCSC (National Care Standards Commission). There is a list of accredited guardianship organisations at the end of this document. Whilst Lancing College is not in a position to recommend guardianship organisations, many of these are used by current families at the College.
- An appointed guardian will:
  - Be a 24-hour point of contact for parents, student, school (and host family if applicable)
  - Act with delegated parental authority in the case of an emergency or crisis and in other matters agreed by the parents
  - Provide both pastoral and educational support
  - Attend parents’ evenings and other key events in order to support the child in their care
  - Liaise with the school and parents over holiday and Exeat arrangements
  - Make appropriate arrangements for medical care
  - Inform the school in writing about all the details of travel arrangements made prior to a child leaving the school for an Exeat Weekend or a longer holiday period. The school must know the exact details of a pupil’s accommodation and methods of transportation
  - Appoint, with the approval of their ward’s parents, another suitable adult to undertake the guardianship responsibilities, should they need to be out of the country or are otherwise incapacitated, and inform the school of any such appointment.

Guardians should also respect the rights, religion and customs of a child, and adhere to what is commonly regarded as best practice in the guardianship and hosting of international students. This includes having in place a proper agreement with the student’s parents as to what the guardian’s responsibilities are.

- Should the appointed guardian be considered by the school to be unsatisfactory, the school will invite parents to find a new guardian. Should parents fail to do so, they will be required to use an AEGIS accredited organisation to make adequate guardianship arrangements.
- **The *Guardian’s Nomination* and *Guardian’s Agreement forms* which follow should be read carefully, signed by the pupil’s parents and nominated guardian, and returned to the Admissions Department as soon as possible: [admissions@lancing.org.uk](mailto:admissions@lancing.org.uk)**  
**Parents should also complete and return the *Travel Consent form*.**

# Guardianship Organisations (accredited by AEGIS)

## Academic Families Ltd

111 Swanton Road  
Edinburgh  
EH10 7DS  
Tel: +44 (0)131 331 3317  
Email: [info@academicfamilies.com](mailto:info@academicfamilies.com)  
Website: [www.academicfamilies.com](http://www.academicfamilies.com)

## Belgravia Guardians

63 Nevern Square  
London  
SW5 9PN  
Tel: +44 (0)7724 201 894  
Email: [info@bg-london.com](mailto:info@bg-london.com)  
Website: [www.bg-london.com](http://www.bg-london.com)

## Bright World Guardianships Ltd

Forge House  
105 High Street  
Hurstpierpoint  
West Sussex  
BN6 9PU  
Tel: +44 (0)1273 835 745  
Email: [info@brightworld.co.uk](mailto:info@brightworld.co.uk)  
Website: [www.brightworld.co.uk](http://www.brightworld.co.uk)

## Carfax Educational Guardians

Carfax Education  
48 Langham Street  
London  
W1W 7AY  
Tel: +44 (0)207 927 6200  
Email: [enquiries@carfax-consultants.com](mailto:enquiries@carfax-consultants.com)  
Website: [www.carfax-education.com](http://www.carfax-education.com)

## Gabbitas Educational Consultants Ltd

4 Carlton Gardens  
St James's  
London  
SW1Y 5AA  
Tel: +44 (0)203 026 7443  
Website: [www.gabbitas.co.uk](http://www.gabbitas.co.uk)

## James-Lee Consultancy

Building 3, North London Business Park  
Oakleigh Road South  
London  
N11 1GN  
Tel: +44 (0)208 886 5300  
Email: [edu@jamesleeconsultancy.com](mailto:edu@jamesleeconsultancy.com)  
Website: [www.jamesleeconsultancy.com](http://www.jamesleeconsultancy.com)

## Pippa's Guardians

5 Grosvenor House  
127 Church Street  
Malvern  
Worcestershire  
WR14 2BA  
Tel: +44 (0)1684 215 041  
Email: [office@pippasguardians.co.uk](mailto:office@pippasguardians.co.uk)  
Website: [www.pippasguardians.com](http://www.pippasguardians.com)

## Quest Guardians

2 Acorn Business Park  
Ling Road  
Poole  
Dorset  
BH12 4NZ  
Tel: +44 (0)1202 882 299  
Email: [office@questguardians.co.uk](mailto:office@questguardians.co.uk)  
Website: [www.questguardians.co.uk](http://www.questguardians.co.uk)

## Sutherland Education

392–394 Ewell Road  
Surbiton  
London  
Surrey  
KT6 7BB  
Tel: +44 (0)203 808 3800  
Email: [contact@sutherland-education.com](mailto:contact@sutherland-education.com)  
Website: [www.sutherland-education.com](http://www.sutherland-education.com)

## UK Study Centre/English Guardian

44C Highgate High St.  
London  
N6 5JG  
Tel: +44 (0)203 397 7744  
Email: [info@englishguardian.com](mailto:info@englishguardian.com)  
Website: [www.englishguardian.com](http://www.englishguardian.com)

## White House Guardianships

711–715 Wimborne Road  
Bournemouth  
Dorset  
BH9 2AU  
Tel: +44 (0)3458 686 688  
Email: [guardianship@whitehouseguardians.co.uk](mailto:guardianship@whitehouseguardians.co.uk)  
Website: [www.whitehouseguardians.co.uk](http://www.whitehouseguardians.co.uk)

**Be inspired**  
**Be brilliant**  
**Be you**

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**FIND OUT MORE**

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