

In response to the growing Tier 4 compliance requirements, the College has reviewed how it can best deal with the administration of these in a safe and efficient manner for the benefit and protection of its pupils and parents. We have appointed Newland Chase, a specialist in this area, to operate our Tier 4 work on our behalf. Below are some of the requirements which are placed on the College as Tier 4 licensees.

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
- that the current level of English is acceptable and genuine
- that the entrance papers are genuine and have been invigilated to the required level
- that 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.

For Continuing Pupils

Once the pupil has joined the school, Lancing is required to regularly monitor attendance and also be able to clearly demonstrate progression of the pupil's level of English language and their achievements in education. The school must meet these requirements for inspection by the UKVI, who will inspect at least once every four years, either with or without notice; and will expect all records for every sponsored pupil to be immediately available upon request. For example, Lancing is required to provide:

- evidence of the continuing provision of attendance records and regular school reports
- records showing how and when the pupil has entered and exited the UK
- in exactly whose care and where they were for each exeat weekend or school holiday if remaining within the UK, to prove their duty of care as a Sponsor
- continued data and monitoring of BRP, passports and CAS renewals.

The school also has to notify the UKVI within 10 days if the sponsored pupil:

- is refused a CAS
- does not arrive to enrol on their course, or is late arriving to enrol, is absent without permission for more than a minimum period or leaves their course without completing it
- is asked to leave the course and the school
- changes course eg applies for a two-year A Level course but subsequently has to repeat Year 12.

Many schools have already taken the option to outsource this service to specialist experts who have trusted relationships with the relevant authorities and are able to keep up-to-date with the ever-changing legislation and compliance requirements.