



ST JOHN'S COLLEGE
Cardiff

From the heart

Admissions - Overseas Students Policy

St John's College, Cardiff

ADMISSIONS - OVERSEAS STUDENTS POLICY

This policy applies to all sections of the School:

Sixth Form, Senior School, Junior School,
Infant School & Nursery.

Version: September 2025

General Introduction

St John's College Cardiff welcomes pupils from all over the world and values their contribution to the life of the School. It is envisaged that the majority of Overseas Student (Tier 4) enquiries will be post-16 students entering the Sixth Form. Applications will also be considered for pupils aged 13 to 16 years provided they have entered the UK as dependents of their parents or legal guardians.

As a Student sponsor, the School take a proactive approach to ensure it meets the sponsorship duties as set out in the United Kingdom Visas and Immigration (UKVI) guidance documents and will make reasonable efforts to assist pupils and parents to comply with the UK Government's requirement on visa entry for children who wish to come to the UK to study. However, responsibility for making a visa application to allow their child to attend St John's College Cardiff rests with the parents. The School cannot assist with resolving visa related issues other than those under Child Student or General Student either for a current pupil or for a child who is proposed to be admitted.

General Information

- St John's College Cardiff has a Sponsor Licence with UKVI (Licence No: PF4KNPEU2.
- Upon contact from a parent or guardian, and alongside our recruitment process, the School will undertake sufficient research to satisfy ourselves of their citizenship and therefore their right to study. Issues concerning Student visa requirements will be raised at the earliest opportunity.
- As a selective school and in order to ascertain academic ability and language skills, all applications must be supported by entrance assessment, a report from a pupil's current school and an interview, in order to confirm that St John's College Cardiff is the right setting for your child. Details of specific requirements for Sixth Form Entry are listed below.
- The School is required to photocopy a pupil's passport and visa/BRP, as well as proof of entry to the UK in the form of an entry stamp or boarding card, on the first day of term (at the latest) or the first day that the pupil arrives at the School.
- The School must be notified if your child has obtained a new passport.
- The School will keep independent visa files on each international pupil which may be inspected by the UKVI at any time.
- All absences must be authorised by the Head. All unauthorised absences will be reported to the UKVI. This includes pupils who arrive late at the beginning of term or leave early at the end of term.
- Parents must adhere to the term dates when booking international flights and provide travel arrangements/details to the Admissions Team.
- When a pupil leaves the School, this will be reported to the UKVI. We must report to UKVI that a pupil has finished their course (e.g. at the end of GCSE or A Level), although the pupils may have a certain amount of time to stay in the UK after their course has finished and before their visa expires.
- A pupil cannot make their Student visa application more than three months before the start of their course.
- If a student turns 18 years old, they can carry on with their course until their permission to stay ends. If they want to undertake further study in the UK, then they will have to apply for another visa under the General Student category.

Sixth Form Entry Requirements

The academic year begins in September and concludes mid July.

- Overseas Sixth Form applicants should attain the equivalent of 7 x IGCSEs or UK GCSEs at Grade 6, with Grade 7/8/9 in their chosen A Level subjects. It is often difficult to equate overseas examination results and in these circumstances, the school will arrange academic entrance English and Mathematics assessments for the candidate which will be invigilated by an Overseas registrar.
- Completed Assessment papers and confirmation of overseas examination results should be emailed to St John's College Cardiff by the Overseas Registrar as soon as they are known.
- The Headteacher has discretion to relax these requirements if it is believed that a particular student would benefit from the education offered at St John's College Cardiff Sixth Form.
- As well as meeting the academic criteria, each student will be interviewed by the Assistant Head, Admissions/External Relations.
- A favourable academic reference from the applicant's current school is required.
- An A-level subject options form should also be completed and returned to the Admissions Team.

English Language Tests

Sixth Form applicants who are aged 16/17 years, applying for Student visa, must achieve IELTS Overall Score 5 or above in all components or achieve satisfactory result in their English and Mathematics entrance assessments. After joining the School, all overseas students must show progression in their English fluency. Unless a student has successfully completed their IELTS before Admission, all overseas students will be timetabled to study IELTS as part of their academic programme. Examinations can be taken throughout the academic year. Advice will be given regarding the appropriate time to take IELTS examinations.

Sixth Form applicants who are over the age of 18 must achieve IELTS [Overall Score 5] to satisfy Home Office General Student Visa conditions.

It is important to establish that the applicant has a good command of the English Language and will be able to cope with the challenge of learning in this high- achieving School where all lessons are delivered in English. We recommend applicants visit www.ielts.org for further information with a view to gaining an appropriate level for UK university entry which may follow Sixth Form study. Many universities request IELTS Level 6, 6.5 or 7/7.5.

New Pupils from Overseas

St John's College Cardiff **must** receive the following before a Certificate of Acceptance for Studies (CAS) can be issued:

- A copy of the parents' and pupil's passports.
- A completed Overseas Application Form, with the personal statement completed by the applicant where applicable.
- A non-refundable application fee of £300 (UK sterling) paid by Internet Banking to St John's College Cardiff, noting the student name as a Reference:

Account name:	St John's College Limited
Sort Code:	30-67-64
Account number:	15880360
SWIFT/BIC:	LOYDGB21707
IBAN:	GB64 LOYD 3067 6415 8803 60

- A signed copy of the Parent Contract which will be sent to parents with an offer letter.
- A completed and signed Parent Contract Form.
- Copies of documents clearly indicating the parent and child's nationality with a view to ascertaining the right to study in the UK.
- A Registration fee is required. An advanced deposit fee and advanced annual tuition or six monthly fee to secure the place at St John's College. Annual fee charges are published on the School's website and are regularly updated.

Once the completed paperwork and fees have been received, the application for a CAS is made via UKVI online and a CAS certificate will be issued to enable parents to apply for a visa. A CAS number is valid for six months.

If a visa application is refused, a copy of the refusal letter must be sent to the School. Similarly, if the family decide not to apply, the School must be notified in writing with an explanation of the decision.

Care Arrangements

To ensure the safeguarding and care for pupils, all children studying in the UK must have suitable care arrangements in place for their travel, reception on arrival in the UK and living arrangements for the duration of their stay. It is essential that all parents who are not permanently resident in the UK with a child under 18 appoint a guardian in the UK to act with their full authority and parents must provide details of the guardian arrangement to the School in writing. Those who undertake the role of guardian are providing a thorough commitment to the education and wellbeing of the child.

Guardians

St John's College Cardiff is a day school and does not, therefore, offer boarding facilities, accommodation or guardianships. Guardians must be approved by the school. The School is unable to arrange or recommend guardians. It is the responsibility of the parent to choose and pay for a guardian who can fulfil the role to the satisfaction of both the School and the parent.

Any child residing with a British citizen or any other UK resident who is a close relative or in a private foster care arrangement must provide evidence of the family connection (i.e. birth certificate and passports) - these documents must be notarised and given to the School during the Admission process.

Personal requirements of the Guardian appointed by the agencies:

- should not be a full-time student and must be over the age of 25;
- must live in the UK and should not be absent from their home regularly overnight;
- should be able to correspond with the School in English;
- should agree to and pass the necessary safeguarding checks as required;
- should be open to an annual inspection as required by the agency responsible;
- should not be running a guesthouse or offering any other paid accommodation service.

Role of the Guardian

- To liaise with the School and act as a representative of a pupil's family.
- To encourage and support the pupil. To ensure the safeguarding of the pupil's welfare. To help with the pupil's understanding of British culture and the development of their understanding of the English language.
- To act in loco parentis and to take responsibility for the welfare of the pupil during holiday and half-term periods.
- To ensure a consistently good standard of accommodation and meals with adequate supervision and suitable living and studying accommodation.
- To act as necessary in the case of severe illness or emergency medical treatment.
- To make travel arrangements as required and inform the School in advance of the times of departure and arrival into and out of the UK.
- To provide a point of contact for discussion on matters concerning general welfare or academic progress of the pupil.
- Guardian or nominated representative to attend parents' meetings (and report back to parents abroad afterwards) and monitor the academic and social development of the pupil in their care.
- To receive reports and correspondence relating to the pupil (alongside parents).
- To provide a friendly point of contact outside of School for the pupil when problems arise.
- The guardian and host family should always respect the rights, religion and culture of the pupil.

Private Fostering

Children under 16 (under 18 if disabled) who are cared for on a full-time basis by adults who are not their parents or a close relative (grandparent, brother, sister, step-parent, uncle or aunt who is aged over 18) are privately fostered. It is the responsibility of the parent, carer and anyone involved (including the School) to notify the Local Authority of the private fostering arrangement.

The Local Authority is responsible for safeguarding and protection of children in these circumstances and will make sure that private foster carers are suitable and receive the support and guidance they may need in supporting and caring for the child.

Independent Living

In the interests of our pupils, the School does not accept pupils living independently as we feel this does not provide the pastoral and safeguarding care to complement the School's ethos. We reserve the right to refuse admission, or, in extremis, to cancel a contract for education, if we believe that the fact that an overseas pupil is living independently is likely to harm the welfare and/or educational development of the pupil or others in the School community.

Monitoring Attendance

In the interests of pupils and to minimise disruption to learning, St John's College Cardiff closely monitors attendance.

All pupils are required to join the School on the day appointed and may not be absent from School except for medical reasons, without prior permission. Holiday dates are published well in advance and parents/guardians should be aware that holidays must not be booked outside of these periods.

The School's hours are 8.40 am until 3.50 pm, however, pupils are expected to be in school before these times as registration is taken at the start of the School day and again following lunch.

Pupils who have to leave school during the course of the day for medical, dental appointments, etc. must sign out at the School Reception and sign back in on their return.

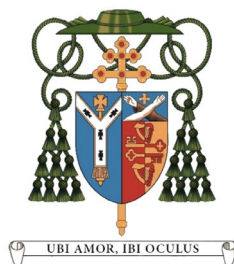
In the case of absence through illness, parents/guardians are requested to call the School before 9.00 am on the first day of absence. If the absence is likely to last for more than one day, it is helpful if parents/guardians give some indication of the probable length of absence. If a pupil is recorded as absent and we have not received a message, we will contact parents/guardians primarily to ensure the safety of the child. Upon returning to school, pupils will need a parental/guardian note stating the dates of absence and nature of illness.

In the case of prolonged absence through illness, parents are requested to notify the School as soon as possible as to the nature of the illness and the probable duration of the absence. Cases of infectious illness should be reported at once.

UKVI will be notified of any absences that are unauthorised and exceed 10 days.

In order that the School can undertake its duties as a sponsor and notify UKVI accordingly, Parents/Guardians must notify the School in the event of the following:

- The pupil withdraws from their course before they travel to the UK.
- The pupil embarks on a course with a different sponsor/institution.
- The pupil needs to delay their start date before entering the UK but after entry clearance has been granted.
- The pupil is unable to enrol on the agreed date i.e. missed flight, illness, or decision not to come to the UK.
- The pupil is refused entry to or right to stay in the UK.
- The pupil wishes to defer their studies once they have entered the UK.
- Any change in circumstances i.e. change of course, place of study, residential address, guardianship arrangements, working.



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Cardiff

Admissions Policy for Overseas Students Confirmation Sheet

Name of Pupil: Date of Birth:

Applying for entry into Year in September

I/We confirm I/we have read the ***Admissions - Overseas Students Policy***.

- I/We agree to the terms and conditions of the policy.
- Has the pupil had a Visa refused before? Yes / No o If yes, please attach details.
- Has the pupil ever overstayed their UK Visa? Yes / No o If yes, please attach details.
- I / we confirm that my / our child's passport does not expire within six months of the Visa application.

Parent Signature: Date:

PRINT FULL NAME:.....