

BRIDGEWATER SCHOOL

WORSLEY, MANCHESTER

M28 2WQ

INTERNAL PROCEDURE FOR TIER 4 STUDENTS

SCOPE: This procedure covers all Tier 4 Sponsored pupils attending Bridgewater School, including those in EYFS. Bridgewater School is committed to meeting all of its duties under its Tier 4 licence.

This procedure should be read in conjunction with the School's Safeguarding Policy.

Where the school sponsors a child under the Tier 4 Child sponsorship programme the following procedures are adhered to:-

- Where the child is not being cared for by their own parent/s, the parent/s must provide written permission for the child to be cared for by another person. The person must also provide written confirmation that they agree to care for the child.
- If the child is under 16 years of age, the school must inform the local authorities if the child is not staying with a close relative *. This is classed as private fostering arrangements.
- As part of the admission process, the school will aim to meet with all children and their families/guardian.
- The school is required to monitor the attendance of all Tier 4 students in line with UK Visa and Immigration (UKVI) regulations.
- Students' attendance will be monitored in line with the school's attendance policy. Where students have missed 10 consecutive contacts, the school will review the circumstances and report to the Home Office where necessary. Where a valid reason is not provided and contact has not been made with the student, the school may revoke the student's sponsorship.

*A close relative is defined as a child's grandparents, parents, older siblings, blood-related aunts and uncles. In addition, any carer with a Residence Order or a Special Guardianship Order (granted by UK courts) is also counted as a close relative. A child's cousins, great-aunts and uncles, as well as parents' ex-partners, family friends and neighbours are not close relatives, even though they may have a close relationship with the child. These all constitute private fostering when caring for somebody else's child.

The school relies upon the information provided to be true and correct. Any changes in circumstances must be notified immediately in writing to the school.

Reviewed by the Head Teacher and Senior Management Team - May 2023