



Felsted

Felsted School

*Information for
overseas pupils*

May 2021

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Travel for Minors

Airlines vary on minimum age of travel for unaccompanied minors. Please check this with the airline before booking your tickets.

If your child is travelling to Felsted for their first arrival alone, please inform Miss Gemma Kilby, intadmissions@felsted.org, with your flight details so that arrangements can be made for airport collection.

Once with us, students will have access to our online travel system into which they will be expected to enter their flight details, so that our coordinators can organise taxi transfers to the relevant airports. Where possible, students share taxi travel and costs will be added to the school bill.

Visas and Related Requirements

It is of extreme importance that students who require a visa to study in the UK, obtain this before entering the UK.

The International Admissions Office will contact you to request documents in order to organise a Confirmation of Acceptance for Studies (CAS) number for you to process your Tier 4 visa application before you start at Felsted.

On arrival at the School, you will be required to present a valid visa and passport and we will take a copy of this for our records. Failure to do so may result in not being able to start your education at Felsted. All passports and visas will be reviewed annually.

It is important that any changes to contact details, guardian, passport or visas are communicated to us immediately during your time at Felsted. For further information and guidance, please visit: www.gov.uk and search for 'Guidance on application for UK visa as Tier 4 student'.

Certificate of Registration

As per the visa stamp in their passport, some students will be required to register at the local Police Station to obtain their Certificate of Registration. This is more likely for pupils who are over 16 years of age at the time they receive their visa. Further details on this can be found via the government website, [here](#).

For the purpose of the police registration, students who have this requirement should bring with them:

- Two passport-sized photographs
- £34 exactly in cash

We will organise for registration to take place once students are with us. It is important that this certificate is kept in a safe place and is reported immediately if it is lost or stolen at any time.

Guardianship

A Guardian is a nominated person in the UK, who is expected (if required) to act on behalf of parents who are overseas. In appointing a guardian, parents do not remove themselves from our loop of communication or lose any of the responsibility of being a parent; rather, they are making a trusted contact in the UK, who should be available at a moment's notice to assist their child when needed.

We hope that it is a source of comfort to families to know that, along with the excellent care provided by Felsted School, our students have another responsible adult nearby to help them to navigate the challenges inevitably faced in moving overseas for their education and to support them when it is required.

Who needs to have a Guardian?

- All students under the age of 16 whose parents do not reside in the United Kingdom
- All students over the age of 16 whose parents do not reside in the European Economic Area (EEA)

For any students over 16 whose parents do not reside within the United Kingdom but do reside within the EEA, we strongly recommend a guardian is still appointed.

Further Guidance on Guardianship

Guardians must be permanently resident in the UK and be over 25 years old. They may be family members, close family friends or an appointed professional guardian that is accredited by AEGIS (The Association for the Education and Guardianship of International Students). Guardians who are a family friend must only act as a guardian for the children of one family.

It is the responsibility of parents to satisfy themselves as to the suitability and availability of a prospective guardian, and to notify the school of any changes to the student's guardianship arrangements whilst at the School.

Our guardianship form can be found in the Admissions portal and includes details of the expectations of a guardian.

Arrivals at Felsted

Prep School - Reception to Year 8

Please use the information in the Prep School Handbook to help organise your arrival at Felsted School. If your child will be arriving in the UK alone, please provide their flight details to Gemma Kilby, intadmissions@felsted.org, so that transport can be organised for them from the airport to the school. The cost of airport transport will be added to the school bill.

Senior School - Year 9 to Year 13

Students joining our Senior School are expected to join our LEAP week, which includes the IB induction for those to whom it is relevant. The LEAP week takes place one week before the start of term with an arrival date of **Friday 27 August**.

Further details of the LEAP week will be sent to you in due course, along with the arrival time on Friday 27 August, the arrangements for drop off at the school and the opportunity to organise transport for your child from the airport to the school if they are travelling alone.

Miscellaneous

Name Tapes

Name tapes for overseas pupils will be sent to their home address, so they can be sewn into clothing prior to departure for Felsted. However, if they have not arrived in time, please do let Gemma Kilby, intadmissions@felsted.org, know. We are able to organise further labels to be produced in school so that our Matrons can help with sewing when your child arrives at the school.

Electrical Equipment

Please note that all electrical equipment is tested by the School in the Autumn Term. If you are using adaptors on any personal electrical appliances, please only use those that confirm to the British Standard 7671. If you are uncertain of this, the correct adaptors are available from the school Bookshop.

Dictionaries

As some students will be eligible to use bilingual dictionaries in examinations, it is recommended that Years 9-11 and Lower 6th A Level students purchase a bilingual dictionary (medium sized) before arrival. The EAL Department is also able to order one for your child, the cost of which will be added to your school bill.