



## **Policy on International Students at Hereford Cathedral School**

Hereford Cathedral School seeks to provide a wide range of educational opportunities for a broad spectrum of pupils. The School recognises that a diverse range of cultures will significantly add to this goal, and therefore welcomes pupils from other countries who would directly benefit from our unique Cathedral School education. Overseas pupils are integrated with care and sensitivity so that the quality of their own academic, pastoral, spiritual and social experience is enhanced whilst that of the wider school community is also enriched. The School is keen to ensure that overseas students leave with skills, attributes and experiences that make a valid contribution to their own culture.

The School's outstanding reputation for pastoral care is maintained by ensuring that overseas students feel welcomed and valued throughout their stay at the School. Students are not only inducted into the School's own customs and traditions, but are provided with a wider perspective on British life. Through exposure to different faiths and cultures, the School's teachings on tolerance and mutual understanding are greatly enhanced and validated.

A designated member of staff oversees international students at HCS and ensures that the School communicates efficiently and effectively with parents of overseas students. The designated member of staff makes certain that members of staff receive appropriate training for the needs of international students. International students may require support with academic and learning issues, language needs, pastoral support (e.g. cultural shock), and support with religious, cultural, spiritual and moral issues.

The Headmaster is the **Authorising Officer and key contact**, for the UKVI (UK Visas and Immigration) and reports to the Governing Body once a year and liaises termly with the Head of International Students.

### **Specific Responsibilities**

The Head of International Students is responsible for overseeing the pastoral welfare of international students, communicating concerns and issues to staff and the Headmaster, appropriate staff training, and organising activities and events that help to integrate international students into the school community.

The Tier 4 Compliance Officer will be designated as a **Level 1 User** and is responsible for pre-testing of potential students, for all matters relating to recruitment of new students, for record-keeping, and for information relating to guardianship. The Bursar will all also operate as a **Level 1 User**.

Heads of House and The Head of Sixth Form are responsible for the pastoral care of international students, and their induction into the sixth form and houses.

All members of teaching staff are responsible for implementing policies relating to international students. All staff will be provided with information about students and receive on-going training and updates when required.

The Academic Deputy oversees the teaching of English to international students and liaises with Learning Support.

The Learning Support Department is responsible for liaison with other departments, and advice and support, regarding teaching methods and the language needs of particular students with learning needs. The EAL department is responsible for liaison with other departments, and advice and support, regarding teaching methods and the language needs of non-native speakers.

To study at Hereford Cathedral School, all overseas students from outside the EU must have a Tier 4 visa issued by the UKVI.

#### Admission process for Non EU pupils:

1. Application form for every International student to be completed in full, with a copy of the student's passport and the previous three-year school reports - to be returned to Head of International Students.
2. A non-refundable registration fee of £250 must accompany the application.
3. Applicants will normally have to sit three entrance tests, Maths, English and a non-verbal reasoning test. *Some applicants may have GCSE or other results which will be considered in lieu of the schools own tests.*
4. Applicants will have a 10-15 minute Skype interview with the Headmaster.
5. Parents are then sent an Offer Letter, Acceptance Form and Parental Contract.
6. A refundable deposit of £750 is payable when a place at the school is accepted.
7. Following receipt of a completed Acceptance Form and Deposit, Hereford Cathedral School acts as the sponsor for the applicant.
8. The School also requires the following documents, before an application for a CAS can be made: -
  - Copy of original birth certificate and a certified, translated copy of the birth certificate
  - TB certificate
  - Consent to travel
9. In line with the UKVI requirements for UK Child Student Visas under Tier 4 of the points-based system, parents are required to include evidence of their financial ability to pay the school's fees.
10. A Confirmation of Acceptance for Studies (CAS) will be issued to the parents enabling an application to UKVI to be made for entry, by the student, into the UK.
11. Parents apply for a visa by providing the appropriate embassy with the CAS, confirming the offer of a place at Hereford Cathedral School, and demonstrating that sufficient funds are available for a whole academic year's school fees and living costs.

### **School Fees**

The total School Fees for the academic year 2019-2020 are £32,840. These are reviewed on an annual basis.

All payments to the School may be made by cheque or electronic transfer, in UK Sterling made payable to Hereford Cathedral School.

There are no scholarships or bursaries available to overseas students.

### **Learning Difficulties and Disabilities**

During the selection process, consideration will be given to those with a specific learning difficulty or disability. Consideration will also be given to those for whom English is an additional language.

Hereford Cathedral School is registered with the Home Office UKVI as a **Licensed Sponsor**. Overseas students who have been sponsored by Hereford Cathedral School should, in all cases, apply for entry to the UK via Tier 4, Child Student route of the Home Office UKVI. [www.ukvi.homeoffice.gov.uk](http://www.ukvi.homeoffice.gov.uk)

Policy reviewed by PAS & SH

Last reviewed April 2019