



## ○ Guidance for parents/carers on the In-Year admission process for overseas children

### Introduction

#### **This guidance provides advice to parents on the In-year admission of children from overseas and evidence required in order for an application to be accepted**

In most cases, foreign national children in the UK have the right to attend schools in England. It is the responsibility of parents to check that their child(ren) have a right, under their visa entry conditions, to study at a school.

From 1 January 2021 overseas nationals (including those from the EU) entering the UK who wish to apply for a state-funded school need to check that they have a right of abode or check that the conditions of their visas permit them to [access a state-funded school](#). You may need to apply for a [certificate of entitlement](#). Having a [right of abode](#) means you're allowed to live in the U.K. without any immigration restrictions

Having right of abode means you're allowed to live or work in the UK without any immigration restrictions, which means:

- you will not need a visa to come to the UK
- there's no limit on the length of time you can spend in the country
- All British citizens automatically have right of abode in the UK.
- Some Commonwealth citizens may also have right of abode.

You can prove you have right of abode if you have a UK passport describing you as a British citizen or British subject with right of abode.

- Otherwise you need to apply for a 'certificate of entitlement'.

There will be no change to the residence rights and status of EU citizens currently living in the UK until 30 June 2021. If you were living in the UK by 31 December 2020, you can apply to the EU Settlement Scheme to continue living here after 30 June 2021. If you come to the UK on or after 1 January 2021, you may need to apply for a visa.

Foreign nationals cannot use the 6-month Standard Visitor visa, or 11-month Short-term Study (English language) visa, to enter the UK to enroll as a pupil at a school. You should not apply for school admission if this applies.

In-Year applications can be made 4 weeks in advance of arrival into the UK.

Please see below evidence required at the time of submitting an application.

## **Children of United Kingdom service personnel (United Kingdom Armed Forces) and Crown Servants returning from abroad who need an In-Year school place**

Children of UK service personnel and crown servants returning from overseas to live in the Reading Borough may apply for a place in advance of their move provided the application is accompanied by an official letter confirming the posting to the UK and the expected relocation date. A school will be offered in advance of a move and held until the appropriate time.

### **Applying for In-Year admissions from overseas**

The UK address will only be used as the admission address once the child is residing at that address.

In-Year applications will not be considered any earlier than 4 weeks before an anticipated move to the United Kingdom. This is because places cannot be reserved for children who are not ready to take up their place at a school.

### **Evidence support In-Year application for overseas child(ren)**

- Copy of child's passport
- Evidence of arrival into the UK (if child has not arrived, the date of arrival must be within next 4 weeks), please provide one of the following;
  - o Flight or other travel booking confirming child's name and stating date of arrival
  - o Boarding pass (if already in UK)
  - o Immigration or entrance clearance stamp
- If applicable, Visa confirmation
  - o UK Entrance Clearance passport sticker
  - o Biometrics residence permit (BRP) card
- Evidence to verify 'home' address, please provide one of the following;
  - o If property is owned; Solicitor's letter confirming contracts have been exchanged AND stating proposed completion date (date within next 4 weeks) or Solicitor letter confirming completion on property.

If you own UK property and it is currently rented you must also provide copy of letter 'end of tenancy notice' for current occupiers.

- o RBC Council tax bill – naming applicant and dated within last month.
- o Driving license - naming applicant at address.
- o If 'home' address is rented; copy of tenancy agreement, this must show the home address, dates liable and the page signed by landlord and tenant. We do not require the full tenancy agreement.
- o Letter from new employer (e.g. University college) where accommodation is being provided by them and is tied to the new post/job.

If you cannot provide the required evidence to confirm your home address, please email the School Admissions team outlining the reason why evidence cannot be provided.

## **Children who have moved from overseas to reside in the United Kingdom without their parents**

You may apply for school admission for a child(ren) who may or may not be from abroad and who are privately fostered within the meaning of Section 66 of the Children Act 1989. These may be children under 16 years of age who are not living with at least one of their natural parents.

The School Admissions team will only process an application which has submitted a copy of the legal agreement confirming the legal arrangements. Should you be unable to provide the required evidence the School Admission team will need to make a referral to Brighter Futures for Children, Childrens Single Point of Access, who will further investigate the arrangements.

### **School Offer**

In-year applications will be accepted on receipt of all required evidence and processed with the information declared. School offers will be made based on this information, should the arrival date or home address change the allocation may no longer stand.

It is the parent's responsibility to notify the School Admissions team of any changes.

You will be notified in writing of the school offer. You must respond to the school offer within 5 school days of the dated letter. The allocated school will call you within 5 school days from the letter date to discuss admission. They will arrange a start date with you.

When an application is made from an address in another country, the local authority and/or school may ask for evidence before the school year or term begins to confirm that the child now lives in the area. If the child does not attend school on the first day of term, the admission authority could remove the offer and allocate the place to a child on the waiting list.

Before taking this action, the local authority and admission authority will contact the parent(s) to give them an opportunity to explain why there has been a delay in taking up the place and find out when the child might begin attending.

### **Children attending a state funded school who are not entitled to a state education**

If a school is concerned that a child may not have a right to enter the country to access a state-funded school, it must not deny them a place or remove them from the school roll. If *a school or local authority has concerns about a particular child's immigration status, contact Home Office via: [schoolreferrals@homeoffice.gov.uk](mailto:schoolreferrals@homeoffice.gov.uk).*