Right to Study - Policy on conducting checks (Nurseries)

Inspired Learning Group

September 2026

Right to Study - Policy on conducting checks

1. Purpose

Inspired Learning Group (the Nursery) is licensed as a Child Student visa sponsor, which enables the nursery to sponsor pupils who are not British or Irish nationals and who wish to study at the nursery.

Our Sponsor license is important to us, and significant trust is placed on the nursery by UKVI (UK Visas and Immigration). In order for us to maintain and keep our Sponsor License, we have to make sure that we meet the UKVI's rules and regulations and meet our duties surrounding all aspects of pupil sponsorship.

UKVI's guidance to sponsors outlines the general duties with which sponsors must comply, one being that a sponsor has a duty to:

"Comply with all aspects of the Immigration Rules and sponsor guidance, and support immigration control, including by taking steps to ensure that every student at your institution who is subject to immigration control has permission to study in the UK throughout the whole period of their study."

Guidance also lists examples of serious breaches of sponsorship duties which could result in compliance action being taken against a sponsor, which ultimately could include license revocation. That list includes the following:

"Operating in a manner that poses a threat to immigration control, such as failing to take steps to ensure that those students who are subject to immigration control have leave to remain in the UK."

For these reasons, it is extremely important that the nursery takes steps to:

- Identify all prospective and current international pupils.
- Check that they have the right to be in the UK and to study throughout the period they are studying with us.

2. Pre-admission checks - ALL PUPILS

We have in place all processes to identify those pupils who will be subject to immigration control, whether their Child Student visas are sponsored by us, or they have limited leave to remain under a different immigration category.

Initial indications as to each prospective pupil's immigration status are obtained through our admissions process by way of specific questions about the pupil's nationality and immigration status through the nursery's Acceptance Form.

The nursery specifically requests all prospective pupils to disclose and provide evidence (such as a copy of their passport and Biometric Residence Permit (BRP)[1]1 in relation to:

- Nationality
- Whether they require Child Student visa sponsorship by us if they are not a British or Irish citizen and
- If not, on the basis on which they are entitled to study in the UK, e.g., they have been issued with a visa as the dependent child of someone with limited leave to remain in another immigration category.

The nursery reserves the right to request further information about a prospective pupil's immigration status and to share that information with UKVI. We will request further information if we are uncertain about a prospective pupil's immigration status or if information submitted by the pupil or parent indicates that they might be subject to immigration control (for example, if overseas correspondence addresses are provided).

Where an overseas pupil has entered, or is to enter, the UK under an immigration category that does not require the nursery's sponsorship (for example, as a Skilled Worker dependent), in addition to the prospective pupil's documents, we also ask that parents provide a copy of their passport and BRP[2] or a 'share code' so that we can access the child's digital immigration status. The nursery reserves the right to request further information about the immigration status of the parent(s) of a prospective pupil and to share that information with UKVI. We will request further information if we are uncertain about the immigration status of the parents(s) of a prospective pupil.

3. Enrolment checks - BRITISH/IRISH PUPILS ONLY

Although there is no requirement for nurseries to inspect or take copies of evidence of nationality for British and Irish pupils, we reserve the right to do so as part of our Right to Study checks, particularly if there are obvious discrepancies disclosed as part of the admissions or enrolment process.

4. Enrolment checks - NON-BRITISH/NON-IRISH PUPILS ONLY

In addition to the pre-admission's checks described above, the nursery carries out additional checks on the enrolment of pupils who are non-EEA or non-Swiss nationals and whom the nursery is not sponsoring under the Child Student visa immigration category.

We inspect both the pupil's original current passport and BRP (or their digital immigration status accessed via https://www.gov.uk/check-immigration-status using a share code provided to us by the parent/guardian) to confirm the information given by the parent/guardian at the pre-admission stage.

Copies are taken of the pupil's original documents and/or immigration status document showing all personal identity details and their immigration permission entitling them to study at the nursery.

In the absence of an immigration stamp in the pupil's passport relating to their entry to the UK, we require pupils to provide their travel ticket to the UK or boarding card.

5. **Enrolment checks - CHILD STUDENT VISA SPONSORED PUPILS ONLY**

We are obliged to carry out certain mandatory checks and retain records in relation to each pupil that we sponsor.

We inspect each sponsored pupil's original current passport and BRP to check that the pupil is entitled to study at our nursery.

Copies are taken of a pupil's original passport or immigration status document showing all personal identity details including biometric details, leave stamps and entitlement to study at the nursery.

In the absence of an immigration stamp in the pupil's passport relating to their entry to the UK, we require pupils to provide their travel ticket to the UK, or their boarding card and copies are kept on the sponsored pupil's file.

The Home Office requires sponsors to maintain a history of each sponsored pupil's contact details whilst they are in the UK. This includes details of their residential address in the UK, a telephone number, and a mobile telephone number. The nursery therefore maintains a record of all contact details for pupils sponsored under the Child Student visa category and requires parents of pupils to update the nursery when there is any change to these details. We do not overwrite the previously submitted information in order to ensure are cord of the history of contact details.

The nursery is required to keep a record of each sponsored pupils' absence and attendance at the nursery. This requirement is met by the nursery by marking the pupil's attendance/absence at daily registrations, in line with prevailing pupil registration regulations which includes reporting to UKVI any absences of more than 10 contact points.

The nursery is required to keep a copy of the letter submitted by each sponsored pupil's parents or legal guardians confirming their consent to the pupil's visa application arrangements for travel to, and reception and care whilst in, the UK. The nursery also requires a copy of evidence demonstrating the relationship between the sponsored pupil and his parents/legal guardian. The nursery retains these documents on the pupil's file.

6. Periodic Checks on Existing Pupils

The overriding principle is that nurseries are required to take steps to prevent a situation arising where they continue to teach pupils who do not have valid leave to be in the UK. We do this by carrying out the checks listed above before pupils commence their studies.

UKVI expect nurseries to know the immigration status of all pupils. We meet this requirement by maintaining a record of nationality of each pupil which also contains the immigration status of all pupils who are not British or Irish citizens.

The nursery will periodically review pupil files of currently enrolled pupils to ensure that we hold information about their current immigration status.
When/how: As required.

If this information is found to be missing following review, the nursery reserves the right to request proof of immigration status.
When/how: As required.

Parents are advised that they must inform the nursery if their child's immigration status changes and/or their child no longer has the right to live and studying the UK.
When/how: When returning the nursery's registration form, in signing the nursery's Acceptance Form and at any stage thereafter.

Ensuring that parents and pupils are aware that the nursery may share information with UKVI in accordance with its Sponsorship License.
When/how: In the nursery's Terms and Conditions and in relevant correspondence with parents.

The nursery may terminate the education of a pupil who has no legal grounds to be educated in the UK.
When/how: In the nursery's Terms and Conditions.

7. Timing of checks

Right to study checks are conducted and documents copied at enrolment before the child commences his course of study at the nursery. If a pupil produces a document which demonstrates that their permission (also known as leave) to be in the UK is time limited, then their right to study will also be time limited. In these circumstances, we will record details of when the pupil's permission/leave is due to expire and make enquiries with the pupil and parents as to their intentions. Pupil files are monitored to ensure that their right to study is maintained, particularly when changing a course of study.

8. Checking documents

In relation to pupils who are not British or Irish citizens,it is the nursery's policyto check the provided documents on enrolment to confirm that the pupil has the right to study in the UK. The original documents are then verified upon arrival in person and with the pupil present.

We reserve the right to check that the documents are genuine, have not been tampered with and relate to the pupil who has given them to us. We also check, as far as possible, that the document is consistent with other information that we hold about that pupil.

9. Pupils identified without the right to be in the UK

Where the nursery suspects that a pupil does not have valid leave or right to study in the UK, we will take the following action:

- We will contact the pupil's parent(s), legal guardian and/or educational guardian to clarify the position.
- If it transpires that the pupil does not have valid leave, we will notify UKVI via educatorshelpdesk@homeoffice.gov.uk of the situation and work in collaboration with them to try and regularize the pupil's immigration status;
- If it is not possible to regularise the pupil's familiarisation status within a reasonable time frame, and in order not to prejudice the nursery's sponsorship license or the rights of other sponsored pupils, we will consider our right under the parent contact and our terms and conditions to terminate the contract. Such decisions will be made in collaboration with UKVI.

---

[1] Pupils who do not have a BRP at registration will be required to show their BRP to staff at enrolment so it can be checked and a copy taken.

[2] Pupils whose parents do not have the BRP at registration will be required to provide a photocopy of it at enrolment. If a pupil has not been granted leave which covers the entire duration of the time they will be at the nursery, we make a record of the date of expiry of the pupil's leave to remain in the UK in the Admissions database that key members of the Admissions Team will have access to. We will contact you before leave expires to confirm details.