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## UKVI STUDENT VISA STUDENT ARRIVAL & ATTENDANCE MONITORING PROCESSES

Scope and Purpose	Guidance for staff and Student Visa students to ensure compliance
Implication of non-adherence	Potential loss of HTS
Compliance and Regulatory requirements	UKVI and Home Office guidance
Who uses the process	Monitoring Staff and Student Visa students
Roles and Responsibilities	UKVI Accountable Officer will oversee the process
Process review	This process should be reviewed and confirmed annually
Date last reviewed	July 2021
Date of next review	August 2022

This process is subject to changes as they are notified by UK Home Office, and/or Visa and Immigration Service.

### **Student Arrivals**

As an integral and imperative part of the enrolment procedure, the Admissions Team of Belfast Bible College will ascertain from the student and record the arrival details of every student accepted under the Student Visa scheme; such details will include flight number, departure airport, time of departure and airport arrival time.

It will be normal procedure that a member of Admissions Team will organise a member of staff to collect each student from the named airport. In the case of this proving impossible to arrange, the student's arrival or non-arrival on campus at the expected date/time will be monitored and recorded by the Admissions Team.

**In the case of any non-arrival, the procedure to be followed is:**



- a member of the Admissions Team responsible for overseas students will contact the student immediately by phone.
- should the student inform this Admissions Team member that they will not be arriving, the Accountable Officer will be informed and, in turn, will make immediate contact with UKVI through the SMS system, providing such information re the student as is required.
- should it prove impossible to make contact with the student within the next working day following the ETA, the Admissions Team member must inform the Accountable Officer who, in turn, will make immediate contact with UKVI to ascertain whether the student has been detained on entry and, if not, provide such information regarding the student as is required.

**Students under the Student Visa Scheme who arrive as expected will undergo the compulsory registration process of the College, which is applicable to all students, along with the following, additional, procedures:**

- a member of the Admissions Registration Team will photocopy the student's passport (biometrics page, visa stamp and front cover)
- these copies will be stamped with the College stamp, dated and initialled by the staff member.
- these copies are held in the student's personal file.

Other documents included in the file are:

- the initial application
- references
- records of any correspondence between the student and the College
- records between any other person, or body, and the College which concerns the student
- copies of the student's qualifications
- the financial plan submitted by the student setting out information as to how all financial obligations (including fees and other expenses pertaining to the student's period of study) will be met
- IELTS results and any other relevant documents the college feel necessary



Student visa regulations require students from some countries to be registered with the PSNI. Where a vignette states “police registration” (or similar wording) the member of the Admissions Team at Orientation will ensure an appointment has been made to register. <https://www.gov.uk/register-with-the-police/overview>

During Orientation Week (held during the week prior to beginning of teaching) all students will be briefed on the College’s Attendance Policy and required academic levels. Students who study under the Student Visa scheme will be specifically briefed about the consequences of failure to comply with attendance requirements, including the requirement that the Accountable Officer immediately reports such failure to UKVI.

A current Student Visa student at the College is **not** permitted to defer arrival or request a gap year, without specific and special arrangement, which may be necessary due to current travel restrictions during the pandemic.

**The following information on absence is given to all Student Visa students both prior to arrival and is contained in the General Student Handbook:**

Absence – If students are unable to attend any College activity (be they on campus or online), they should first inform the `Academic Office. Permission to be absent from College, should be requested in advance of planned absences and will be assessed on the basis of the reasonableness of the cause of the absence, for example a personal or close family emergency, a family celebration or major event such as a wedding, birth or baptism. (See Attendance Policy for detailed list)

Obviously, absence slips for absences due to emergency or illness will be issued retrospectively.

**Please note, however, that the UKVI attendance threshold with unexcused absences is 90%.**



## Process for the Completion and Monitoring of Class Attendance Registers

1. Academic Administration will ensure individual student attendance is monitored in a means, which ensures individual registration is identifiable.
2. Academic administration will update the Attendance Register, recording any absences on a regular basis.
3. Continuous monitoring of each student's attendance levels will take place. If a student has had unexcused absences for 90% of college activity, the academic office will notify the Accountable Officer.
4. The Accountable Officer will contact the student asking them to attend a meeting within 3 working days.
5. At a meeting the Accountable Officer (with a member of the academic office in attendance) will warn the student about their attendance level and ask for reasons for any unexcused absence.
6. The Academic Office will have a note of the meeting placed in the student file and give a copy to the student.
7. Should the student not attend the meeting, or make alternative arrangements, it is the responsibility of the Accountable Officer to immediately inform the UKVI of this absence.
8. Should the required attendance levels of any student present at the College under the Student Visa Scheme fall below 80%, the Accountable Officer will notify:
  - a. the student to warn them of their attendance levels
  - b. the Program Lead and



c. Pastoral Care Team

9. If attendance continues to fall, the details will be presented to the Education Team and the Accountable Officer will notify UKVI.

**If a student changes their course of study to a course of a shorter duration**, it is the responsibility of academic office to notify the Accountable Officer within 5 working days. The Accountable Officer will then notify UKVI within 10 working days.

**If a student discontinues their studies**, it is the responsibility of the academic office to inform the Accountable Officer immediately. The Accountable Officer will then notify UKVI within 5 working days.

Should a student need to apply for a **new or extended visa** on the basis of permission having been granted by the College for the student to extend your period of study, the student must speak to Admissions no later than 6 months prior to the proposed recommencement of your studies.

**Excused Absences** – See College Handbook for further Information

A Student Visa student may request an excused absence from the academic office, who will inform the Accountable Officer of the meeting and the outcome.

**Useful Information 2021/22**

See College Handbook for further Information