



International Student Travel Procedure/ Policy

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Sponsored Students Only – Student and Child Student Routes

1. Purpose

This procedure sets out the mandatory steps the school follows to manage, approve and record travel arrangements for international students from the point of departure from school accommodation to final exit from the UK, ensuring:

- UKVI sponsorship duties are met
- Safeguarding responsibilities are fulfilled
- Clear accountability for staff, parents, guardians and students

This procedure applies to all sponsored international students, with enhanced requirements for students under 18.

2. Principles

- No international student may travel without written permission approved by the school.
- For students under 18, safeguarding considerations override convenience or cost.
- The school retains the right to amend travel arrangements if staff deem them unsafe or inappropriate.
- All decisions must be documented and auditable for UKVI and safeguarding inspections.

3. Travel Request and Documentation

3.1 Submission of Travel Plans

Parents (and guardians where applicable) must submit a Travel Request Form at least 7 days before departure, including:

- Full itinerary (all legs of travel)
- Dates and times of departure and arrival
- Transport method from:
 - School → airport/port
 - Arrivals → boarding
 - Transit points (if any)
- Name and contact details of all adults responsible at each stage
- Confirmation of supervision arrangements

Incomplete or unclear requests will not be approved.

4. Safeguarding Review and Approval

4.1 Staff Safeguarding Assessment

A designated safeguarding-trained staff member must review all travel plans to confirm that:

- The student's age, maturity and needs have been considered
- Supervision arrangements are appropriate at every stage
- Waiting times, transit locations and time of day are suitable
- Emergency contingencies are clear

This review must be recorded on the student's safeguarding file.

4.2 Authority to Amend Arrangements

If staff assess that the proposed arrangements are not safe or appropriate, the school will:

- Inform parents/guardians of concerns
- Propose alternative arrangements (e.g. school transport or pre-approved taxi)
- Implement the safer option even if it differs from the original request

Any additional costs incurred will be charged to the parent account.

5. Travel from School to Airport / Port

5.1 Approved Transport Options

Depending on safeguarding assessment, travel may be via:

- School-organised transport
- Approved taxi company
- Guardian escort

Students under 18 may not travel independently unless explicitly approved following safeguarding review.

5.2 Airport / Port Drop-Off Procedures

Approval must explicitly state:

- Whether the student may:
 - Walk unaccompanied from taxi drop-off to terminal
 - Proceed unaccompanied through check-in/security

For younger students or those deemed vulnerable, supervision must continue until airline handover or security check, as appropriate.

No assumption of independence is permitted without written school approval.

6. Role of Guardians

- The guardian is responsible for:
 - Accompanying the student where required
 - Acting as the emergency contact during travel
 - Making immediate alternative arrangements if travel is disrupted
- Guardians must:
 - Follow the school-approved travel plan exactly
 - Inform the school immediately of any deviations

7. Flight Delays, Cancellations or Disruption

7.1 Immediate Action

If a flight is delayed or cancelled:

- The guardian takes full responsibility for the students amended travel arrangements and will inform the school immediately

8. Departure Confirmation

For all sponsored students, the school must:

- Record confirmation that the student has:
 - Arrived at the airport/port safely
 - Departed the UK as planned

For Child Students, confirmation must include:

- Who accompanied the student to the final handover point
- Time and location of departure

This information must be retained on the student's UKVI compliance record.

9. Non-Compliance or Unapproved Changes

If a student or guardian:

- Deviates from approved travel arrangements
- Fails to notify the school of changes
- Acts contrary to safeguarding guidance

The school may:

- Withdraw future independent travel permission
- Require school-organised transport for all future travel
- Take further safeguarding or disciplinary action

Serious concerns may result in **UKVI reporting**, where relevant.

10. Record Keeping

The school must retain:

- Approved travel requests
- Safeguarding assessments
- Written permissions and amendments
- Incident or disruption logs

Records must be securely stored and available for **UKVI or safeguarding inspection**.