



## **PUPIL RECRUITMENT AGENTS - POLICY AND PROCEDURE**

### **POLICY**

1. The School's aim is to deal with reputable agents who are paid to provide an introduction service for potential pupils who are resident abroad to mutual benefit. The School is looking for pupils who will benefit from and enjoy their education at Farlington; it is in no-one's interests for the School to be persuaded to accept pupils who prove to be unhappy or unsuccessful.
2. This important relationship is based on mutual trust and understanding so that both School and agent are clear about their roles and responsibilities in the process of recruiting pupils for Farlington School from abroad.
3. These procedures have been drawn up based on experience and guidance on best practice from the UK Borders Agency (UKBA). The continuation of the School's 'highly trusted' status (HTS) with UKBA is dependent upon establishing and following the procedure outlined below.

### **PROCEDURE**

4. List of Agents. The School will maintain a List of Agents who have been authorised to deal with the School. This list will be maintained by the Registrar. Additions and removals may only be authorised by the Headmistress. Commission will only be paid by the Bursary to agents on the List of Agents; invoices for these services will only be settled following countersignature by the Headmistress.
5. References and other checks. Before an agent is placed on the List of Agents, the School will request names of other schools that have used the agent for pupil recruitment. The School will then write to those schools asking for a reference. Based on the responses, and any other background checks that the School may consider appropriate, the Headmistress will decide whether a prospective Agent should be placed on the List of Agents. This decision is final.
6. Authorisation to act as an Agent of Farlington School. Once a decision has been made, a letter formalising the relationship giving authorisation to act on the School's behalf will be sent by the Headmistress. The agent may be placed on the List of Agents when this letter is countersigned and returned. This letter will include the following:

- The importance of our expectations given our HTS.
- The Agent's role in Pupil Assessment:
  - The requirement to supervise pupils who sit our entrance papers
  - That the agent will interview the parents and pupil on our behalf, and ascertain the following pertinent information:
    - Family circumstances – why is the girl to be educated overseas
    - How the proposed schooling will be funded
    - What is the girl's level of spoken English
    - What are the girl's feelings regarding being educated overseas
    - That current school reports will be obtained and verified
- Agreed level of agent's fees.

7. Fees. The School's current policy is to offer a fee of 10% of the first year's tuition fees, payable termly following full settlement of the forthcoming term's account. This level of fee will be reviewed from time to time, and is confidential between the School and the agent and is not to be revealed to prospective agents. No fee will be payable if the girl's visa application fails for a reason which should have been checked by the agent (financial situation, for example). No fee will be payable if the girl fails to enrol. Fees will only be paid for terms attended by the pupil. For the avoidance of any doubt, no fee will be paid for fees in lieu of notice. Fees will only be paid to one agent per pupil.

8. Existing agents. Agents with whom the School has an established relationship but no formal arrangements in place will be sent an authorisation letter stating that the UKBA recommend that formal arrangements are in place with agents. It will formalise existing fee levels.