



## Victoria Road Primary School

### Visa-Related Letters and Confirmation of Attendance

*Guidance for Parents and Guardians*

The School understands that families may sometimes need written confirmation of a pupil's enrolment or attendance to support a visa or immigration application.

#### Our position

- The School is **not under a legal obligation** to provide visa application support letters, cover letters, or confirmations of attendance for immigration purposes.
- Where possible, and **at the School's discretion**, we may provide factual letters (for example, confirming enrolment or attendance) **as a goodwill service to families**.

#### What we can provide

Subject to availability and internal checks, the School may issue:

- Confirmation of enrolment or attendance
- Standard factual letters confirming dates of study

The School does **not**:

- Provide immigration or legal advice
- Complete visa application forms
- Liaise with embassies or immigration authorities

#### Requests and turnaround time

- All requests must be made **in writing** to the School Office.
- A **minimum of 10 school days (2 weeks)** is required to process requests.
- Requests submitted at short notice **cannot be guaranteed**.
- Letters will be issued in a **standard format only**

#### Important notes

- Letters are provided **without liability** and do not guarantee the outcome of any visa or immigration application.
- The School reserves the right to **decline requests** where information cannot be verified or where the request falls outside normal school operations

We recommend that parents seek advice from a qualified immigration adviser or the relevant embassy where detailed visa guidance is required.