

Documents Required for Travel

The guidance below includes information about documents that are usually required when travelling to the UK. Please note, that regulations do vary between countries and we always recommend that you check your local regulations and check with your airline or carrier before departure.

Letter of Consent to Travel

Every student travelling to the UK without their parents or guardian MUST carry the Letter of Consent to Travel with their passport; you do not need to send this letter to SBC. This letter confirms that the named student is attending Summer School and contains the telephone number for the Summer School. A template of this letter can be found in your Parent Welcome Pack. Parents must sign this letter, and students should carry it with their passport all the time when travelling. They may be asked to show it at immigration/Passport Control when entering the UK.

Parents and guardians may also want to consider having this letter notarised (witnessed or signed by a solicitor) as the regulations are different for children travelling from certain countries without their parent. In particular, this applies to children travelling from ITALY or SPAIN who may not be able to board a flight without either a notarised letter or a letter from the local police (in Italy this is called the *Dichiarazione Di Affidò*).

We recommend that you check with your airline and local police about whether your child will need any official documentation to leave the country without being accompanied by a parent or guardian. Students have in the past been refused boarding onto their flight because they did not have the correct documentation. Countries known to be affected by such regulations are (and this list is not exhaustive): ITALY, SPAIN, FRANCE, PORTUGAL, LATVIA.

Electronic Travel Authorisation

Everybody who is not British or Irish will need either a visa OR an Electronic Travel Authorisation (ETA). An ETA is a system to provide the UK border authorities certain information prior to travelling. This is designed to speed up the entry system and improve national security.

An ETA is not a visa, and is only available if you do not have or need a visa to visit the UK. An ETA is very similar to an ESTA that you may have applied for in the past when visiting the USA. Once you have an ETA it is linked to your passport. You do not need to carry any additional documents when travelling. To find out if you need an ETA or a visa, please visit the UK government website.

Travelling as an Unaccompanied Minor



You may wish to request UNACCOMPANIED MINOR (UM) assistance directly from your airline if your child is flying to the UK without a parent/guardian. Instead of travelling alone, a member of the airline staff will accompany your child from check-in through to meeting the SBC team in the arrivals hall. The UM service is available from most airlines and should be arranged with the airline when making the flight reservation.

Please be aware that most airlines will charge a fee for this service. Some airlines will not accept child travellers under the age of 16 without also booking the UM service. For other airlines it is unavailable for children over 11 years old. Please check with the airline prior to booking any flights.

When the UM Assistance is booked, the airline will usually request the name and contact number of the person meeting the child at the destination, which we can provide you. There may be changes to arrangements and the named member of staff given for the UM Assistance may change. If this is the case, we will inform you and arrange for another member of our team to meet your child with a signed Letter of Authorisation to present to the airline.

Once you have confirmed the UM service with your travel agency and/or your airline, please email a scanned copy of the paperwork confirming the UM service for both arrival and departure – usually this is called the 'Unaccompanied Minor's Declaration Form'. A copy of the paperwork makes for a very smooth handover with the airline staff. In some cases, some airlines do not provide paperwork until check-in. If this is the case, please let your SBC contact know. Please ensure you share by email a copy of both the arrival and the return paperwork to admissions@summerboardingcourses.co.uk as well as ensuring your child is carrying both printed copies. This must include the details of who is meeting them on arrival back home after the course.

British Airways – Children Travelling Alone

Children under the age of 14

British Airways does not offer an Unaccompanied Minor service and will not accept anyone under the age of 14 travelling alone. All children under the age of 14 travelling on British Airways flights must be accompanied by someone aged 16 or over.

Children aged 14 or 15

Children aged 14 or 15 travelling alone must carry:

- A British Airways consent form (pdf, 124kb, English only), completed and signed by a parent or guardian.
- A copy of photographic identification of the parent/guardian who completed the form, showing their signature (e.g. passport or driving licence).
- Any required travel documentation, such as valid passports, visas, and proof of return travel.



Iberia – Children Travelling Alone

Children aged 5 to 11

You must book the Unaccompanied Minor service if your child is travelling alone or in a different cabin from you. A child is considered to be travelling alone if they are not accompanied by someone aged 16 or over. This service is offered on flights operated by Iberia and Iberia Express only.

Young Flyers aged 12 to 17

An optional Unaccompanied Minor service is offered if your child is travelling alone or in a different cabin from you. A child is considered to be travelling alone if they are not accompanied by someone aged 16 or over. This service is also offered on flights operated by Iberia and Iberia Express only.

Additional Airline Requirements

- All children under the age of 14 travelling on British Airways operated flights must be accompanied by someone aged 16 or over.
- All children under the age of 15 travelling on American Airlines operated flights must be accompanied by someone aged 18 or over.

Eurostar – Children Travelling Alone

Children under 12 years old

Children under 12 must travel with a responsible person aged 16 or older.

Children aged 12 to 15 (inclusive)

Children aged 12 to 15 can travel on their own to some Eurostar destinations, as long as they have a fully completed Eurostar Unaccompanied Minor Form and only travel on trains departing between 06:00 and 17:00 (local time).

Please ensure that a printed form is sent with the student for the return journey, with sections 3 and 5 completed and signed by the parent or guardian.

Children under 16 cannot travel unaccompanied on direct trains to or from the Netherlands.

Young Travellers aged 16 and 17

Young travellers aged 16 or 17 can travel independently, provided they have all required travel documents and meet legal requirements.

Additional requirements for French residents:

- *Autorisation des sorties de territoire (AST)* form signed by a parent.
- Photocopy of the identity card or passport of the parent who signed the AST form.



Visa Support Information

We advise that students requiring UK entry clearance (a visa), carefully read the information below before beginning the Visa application process.

The application that you will need to apply for is the Standard Visitor Visa which can be applied for online at <https://www.gov.uk/standard-visitor-visa>.

It is important to note that, depending on the country, applications can take around 20 working days (or 3-4 weeks) to process. You are advised to begin the application process as early as possible. Once the Visa is obtained, we will need to receive a scanned copy of the student's passport and the Visa by e-mail. SBC reserve the right to cancel a booking, if a copy of the visa has not been received 4 weeks before the course arrival date. Please note: if your child is unable to obtain their Visa, SBC will issue a refund less the deposit only upon receipt of a valid visa refusal letter. The Visa refusal letter must be received with at least 10 days prior to the course start date.

If you have any queries regarding the application process, please contact your local embassy who should be able to offer you the correct support and guidance.

To assist with the visa application Summer Boarding Courses can provide a Visa Support Letter, once we have received the course deposit payment. This letter will contain the following information:

- Full name and date of birth of the student
- Student's passport number, date of issue and date of expiry
- The start and finish dates of the course and the full address of the school at which the student will be staying.
- The total cost of the course
- Confirmation that the course is residential with all meals, lessons and activities included, as well as confirmation of travel insurance.
- Confirmation that Summer Boarding Courses is accredited by Accreditation UK. Accreditation UK is administered by the British Council and English UK.