



EAST RIDING
OF YORKSHIRE COUNCIL

Children and Young People's Support and Safeguarding Services

You Can, I Can, We Can

EU Settled Status Guidance for Practitioners



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1. Aim and Scope

This guidance has been developed for the purpose of informing social workers and practitioners of the practice requirements for our cared for children and care leavers in relation to the EU Settlement Scheme and details our responsibilities in relation to the making and monitoring of applications for our cared for children and care leavers. The document also informs practitioners supporting all children and families seeking to apply for the European Union (EU) Settlement Scheme.

The guidance has been developed in accordance with the government issued guidance [EU Settlement Scheme: looked-after children and care leavers guidance](#).

2. Who are EU children?

Recording the right information means asking the right questions

EU children and families' could be from any of the 27 countries that currently make the European Union.

There may be a small number of children from other countries, and some of these children are from families who have migrated to EU countries from other parts of the world. Always ask families 'what is your nationality?' and 'what passports do you have?'. This information should then be recorded under the Basic information within AzeusCare. If they have a passport, record the number as this is needed if applying for documents for the children.

Children born in the UK to parents who **do not** have the right to remain in the UK are not British Citizens. Children born since 30th June 2021 to parents who have Indefinite Leave to Remain /EU Settled Status can probably be classed as British Citizens but always check with the Home Office.

When recording where a child is born always write the name of the town as well as the country whether this is in the UK or from somewhere else.

Record addresses where family members live. This can be useful for completing life story work for children if they become cared for.

3. EU Children, Families and Ethnicity

Within AzeusCare we have facility to record the ethnicity of the children and families we work with. We should not be recording people as, 'not known' or 'other ethnic group' unless none of the other options better apply.



Some families may be reluctant to share their ethnicity, as they may have worries or feelings of being discriminated. However, it is important to explain that this information is requested to help us understand the children and families we are working with, and to help us provide a service that meets their needs. Providing we approach these discussions sensitively and clearly explain the purpose of this, the family may be more confident to share their heritage with us. Be professionally curious and most people will be happy to share information about themselves and their family history.

4. What is EU Settled Status

The EU Settlement Scheme is a Home Office scheme to provide status under UK law to EU, EEA and Swiss citizens and families as a result of the UK leaving the EU. EU citizens must apply for EU settled status as it is not given to them automatically. If people do not apply, they will have no legal immigration status. All applications should have been completed by 30 June 2021.

Anyone who has moved to the UK from Europe since 31 December 2020 is not eligible for EU Settled Status (unless they can evidence joining close family members) and if they want to remain in the UK they need to apply for a visa. They do not have the same rights as those who arrived before that date.

Those applying will be given EU Settled Status which gives Indefinite Leave to Remain if they can evidence that they have lived in the UK for 5 years.

If they cannot evidence 5 years, they can apply for Pre-Settled Status but will need to reapply once they have lived in the UK 5 years, to be given Indefinite Leave to Remain.

5. How does someone know if they have EU settled status or not?

EU Settled Status is a digital system. When someone has been given EU Settled Status / Indefinite Leave to Remain or pre-Settled Status they will have been sent a letter from the Home Office to confirm this which will include a UAN number – this is usually a 16-digit number, but this is not their ongoing proof of status. They are not given a card or other document as the process is a digital one.

For EU Settled Status to be confirmed / checked you need to go online [View and prove your immigration status: get a share code](#) and need the number of the document (passport or ID card) used to apply, date of birth and the phone number or email address used when applying. A code is sent to the email or phone number to progress the check. (For those who did not have any ID when they applied the passport box is ticked to progress through the checks and their UAN number is used).



If people have forgotten the email address or phone number, they can contact the Settlement Resolution centre for this to be reset.

If the person used ID to apply their UAN will start 3434... If they didn't have ID (e.g., some children and children in care) their UAN is an 8 number code usually beginning 2 or 3. This process may be complex and challenging to follow for more vulnerable people and families especially where they are not digitally literate.

6. Who needs to apply for EU Settled Status

All EU, EEA and Swiss citizens and their families need to apply. Separate applications need to be made for each child. This includes children born to EU parents but born in the UK unless the parents have EU Settled Status / Indefinite Leave to Remain when the child is born.

7. How do you apply?

Although applications should have been completed by June 2021, Children generally can make late applications.

To apply you need proof of identity and proof of how long you have been living in the UK. Proof of identity includes a valid passport, a valid biometric residence permit, a valid biometric residence card. Expired passports /ID are accepted for late applications.

If someone does not have any ID, something that evidences their nationality is needed e.g., birth certificate showing parents who already have EU Settled Status, or an email from the embassy confirming their nationality. The expectation is that people will subsequently take action to get full ID.

You need to provide a digital photo of your face.

Proof of residence needs to be provided to show that you have lived in the UK for more than 5 years. (If there is only evidence of under 5 years, Pre-Settled Status will be applied for). For adults their National Insurance number will provide this evidence automatically. For some adults they do not have a NI number or have no evidence of 'formal work' and need to provide other evidence. Lack of such evidence can lead to applications being turned down.

When applying for children separately from their parents (e.g., for children in care) evidence of school attendance or medical records can be provided. Criminal convictions need to be disclosed. Outstanding criminal convictions or investigations will mean a delay in EU Settled Status being agreed.



8. Ensuring families have the right ID documentation for their children born in the UK

When a child was born in the UK to EU parents (before 30th June 2021), they are not British Citizens but need to be confirmed as citizens of their home country. To do this their parents need to register their birth in the UK and then register their birth with their own embassy, and the application will be processed so that they are confirmed as citizens of their own country, and then can be provided with a passport. If this is not done there is a danger of the child being 'stateless'.

As so many children do not have the relevant ID many children have applied for EU Settled Status by paper routes in an emergency, however it is important that parents are encouraged to ensure the child is registered with their own embassy. The parent's ID documents are needed to do this. This is also important for Children in Care.

9. If you have Pre-Settled Status, when can you apply for EU Settled Status

Pre-settled status is given when evidence is not available to confirm a child or adult has been in the UK for 5 years. As soon as the child or adult hits the 5 year mark an application for EU Settled Status should be submitted. For children in care, it is important that all children with Pre-Settled Status are tracked, and the dates identified when the application for EU Settled Status can be submitted are highlighted. If an application is not made the pre-settled status will lapse and the child or adult will be without a legal immigration status.

10. Applying for EU Settled Status for children in care in the East Riding of Yorkshire

The Local Authority must track and monitor all EU Children in care to ensure that they have applied for EU Settled Status.

A central tracker for all children will be maintained by the Children Looked After Team and Pathway Leaving Care Team respectively. It is therefore important that AzeusCare is updated to reflect the child / young person's immigration status and is monitored appropriately to reflect changes / progress of their EU Settled Status application.

As Children become cared for it is important that we confirm that their immigration status has been recorded and update this accordingly, all EU children must be added to the relevant tracker / reporting system.

When children from EU families become cared for it is important the Social Worker confirms both the child and the parents' status. If it is said the child has EU Settled Status this needs to be confirmed by going online <https://www.gov.uk/view-prove-immigration-status>. If not, the parents EU Settled Status details are needed, and an urgent EU Settled Status application will need to be made. Parents who do not have EU Settled Status should also be supported to



make an urgent application too as this will have implications for their benefits, working entitlement etc.

The child's social worker will maintain lead responsibility for completing and or reviewing the child / young person's application for settled status and for monitoring the progress of their application. It is therefore essential that when a change of social worker takes place formal transition of responsibility is agreed with the child's new social worker prior ceasing their involvement. The responsible Team Manager has key responsibility for ensuring that transitions between social workers are timely and effective, ensuring that there is a seamless transition of responsibility in relation to the child or young persons application.

Applications can be completed digitally or via paper copies as appropriate.

If an application needs to be made using a paper form, contact the EU Settlement Resolution centre by telephone on 0300 790 0566 - Monday to Friday (excluding bank holidays), 8am to 8.30pm UK local time. Saturday and Sunday, 9:30am to 4:30pm UK local time, for assistance with the application, (photos and any evidence relevant to the child will need to be posted (tracked delivery) with the application). This includes birth certificate, any information regarding parents or siblings EU Settled Status and anything that supports evidence of the child's nationality.

Once the application has been made a record of the Unique Application Number (UAN) will be provided and this must be kept on the child's record within AzeusCare and on the tracker along with their passport number, birth certificate etc.

11. Applying for British Citizenship for children in care

For many children who are going to be living long term in the UK and who are not living with their parents, it is appropriate to consider an application for British Citizenship. This should be discussed with the parents and the child. Not all countries allow dual citizenship, so it is important this is considered as part of the decision-making process. Legal advice is needed, and a specialist immigration advisor should be approached, but this is usually a straightforward application for children in care. Legal aid is available for this. If the child has some criminal convictions this may be more complex. Each application costs £1,012 for a child. (Cost correct as of July 2023)

12. How do you evidence your nationality if you are from an EU country and how do you apply for the appropriate documentation?

For adults to evidence their nationality they need a passport or ID card. If this has expired, you need to apply for a new one from the relevant embassy or consulate. Each EU country has a different process for this, but it usually involves a visit to the relevant Embassy or Consulate. This is the same for children – a passport or ID card is needed. For children born in the UK, to parents who are EU nationals and do not yet have EU Settled Status, or who only have Pre-Settled Status the parents need to register their child as a citizen of their



country. As with applying for a passport the process varies depending on the country of origin, but the basic principle is:

- The child’s birth needs to be registered in the UK through the usual procedures.
- Then the child’s birth needs to be registered with their country of origin via the embassy or consulate – this may need to be done face to face or online/ by post depending on that countries processes.
- They will then receive confirmation of their citizenship of that country and subsequently be able to apply for a passport. For children in care the above situation is usually much more complicated as evidence of the legal orders held needs to be provided and translated, alongside translated birth certificates and in some situations further court orders or apostilled (legalised) documentation.

13. Updating your EU Settled Status details

To update details, you need to have access to the phone number and/or email address used when applications were made.

If children in care return home to the care of their parents, it is important their EU Settled Status is transferred to their parent’s email and phone number. As Children in Care reach adulthood, it is important their EU Settled Status is transferred to their own email and phone number. As new passports are applied for these need to be added to the EU Settled Status information or there will be difficulties at the UK border when returning to the UK.

14. Recording relevant information

It is vital information about children and their parent’s nationality and immigration status is recorded on the child’s record within AzeusCare. The child’s passport number and UAN number should be recorded in the ‘Identifiers’ section under ‘basic information’.

The screenshot shows a user interface for a child's record. On the left is a navigation menu with 'Person' selected. The main content area is divided into three sections: 'Names', 'Identifiers', and 'Roles'. The 'Names' section contains a table with one entry: 'Test Emma' (Given Name), 'Child Person' (Surname), 'Test Emma Child Person' (Full Name), with checkmarks in the Primary, Valid, and Preferred columns. The 'Identifiers' section is currently empty, showing 'No records retrieved.' The 'Roles' section is also empty, showing 'No records retrieved.'

Given Name	Surname	Full Name	Primary	Valid	Preferred
Test Emma	Child Person	Test Emma Child Person	✓	✓	✓

ID Type	ID No.	Issuing Country	Remarks
No records retrieved.			

Role	Start Date	End Date	Remarks
No records retrieved.			

Place of birth should include Town as well as Country and Nationality should be recorded within the ‘General Information’ section.



15. Additional forms and guidance

- Online Enquiry form - [GOV.UK \(eu-settled-status-enquiries.service.gov.uk\)](https://www.gov.uk/eu-settled-status-enquiries.service.gov.uk)
- Get a share code - [View and prove your immigration status: get a share code - GOV.UK \(www.gov.uk\)](https://www.gov.uk/view-and-prove-your-immigration-status-get-a-share-code)
- Update your immigration status - [Update your UK Visas and Immigration account details: Overview - GOV.UK \(www.gov.uk\)](https://www.gov.uk/update-your-uk-visas-and-immigration-account-details-overview)
- Coram Children’s Legal Centre - [Immigration, asylum, and nationality - Coram Children's Legal Centre \(childrenslegalcentre.com\)](https://www.childrenslegalcentre.com)

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