

UNITED KINGDOM BORDER AGENCY INSTRUCTIONS

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UNITED KINGDOM BORDER CONTROL INSTRUCTIONS

CHAPTER 35 SECTION 1

ON-ENTRY STATISTICS & RETURNS

1. STATISTICAL RECORDS

The statistics compiled from landing cards and UKBA records are presented annually to Parliament as part of a Command Paper and are important to decisions on Government policy in the control of immigration. Settlement statistics are of particular importance since they are the Home Office measure of immigration.

It is essential that these statistics should be accurate. Since landing cards are the source of statistics for persons subject to control on arrival, it is essential that Immigration Officers ensure that statistical details on cards are correct and legible.

Landing cards are not collected from persons who have the right of abode or are nationals of EEA countries and Gibraltar. It is therefore necessary for local arrangements to be made to enable the combined total of all passenger arrivals to be compiled.

Guidance relating to the completion and disposal of landing cards is provided in *Chapter 28, "Landing Cards"*.

2. STATISTICAL INFORMATION PROVIDED BY LANDING CARDS

2.1. Admission category

In order that monthly statistics of passenger admissions can be compiled, the immigration officer must categorise every admitted passenger and enter the appropriate admission code in the category box on the face of the landing card.

A comprehensive list of admission codes and a description of the occasions on which they should be used are provided at *Annex A* (below).

2.2. Nationality or citizenship classification

Nationality should be recorded by use of the UKBA standard nationality codes which, with minor amendments, are based on a list of codes used by the International Civil Aviation Organisation (ICAO).

It should be noted that:

- * passports issued by 'Hong Kong Special Administrative Region of the People's Republic of China' show a nationality code CHN, the same as for other Chinese

nationals, but code "HKG" should be recorded; similarly code "MAC" should be recorded for Macao SAR;

- * persons officially designated as stateless or of unknown nationality in a passport or other travel document should be recorded as "XXA" for stateless (1954 convention), "XXB" for stateless refugee (1951 convention), "XXC" for stateless refugee (other) and "XXX" for unknown nationality;
- * persons with false or no travel documents should, if there is evidence to support the inference that they are of a certain nationality, be so categorised;
- * where it proves impossible to accurately estimate nationality, "ZZZ" - no official nationality - should be used (except for the Suspect Index, where a blank is used instead).

3. STATISTICS RELATING TO PERSONS GRANTED LEAVE TO ENTER

An explanation of the statistical returns submitted in relation to persons granted limited leave to enter other than on Codes 1 to 4 and 7 is set out in paragraphs 4.3 & 4.4, respectively.

Statistics relating to persons granted limited leave to enter on Codes 1 to 4 and 7 are obtained directly by the Research Development and Statistics Directorate (RDS), as the information from the landing cards of these persons is entered onto the INDECS system.

Statistics relating to persons granted indefinite leave to enter (settlement) are obtained directly by RDS from the corresponding landing cards, which are sent by ports to Landing Card Units Teams 1 - 3.

4. MONTHLY STATISTICAL RETURNS

The statistical returns set out below are submitted by ports each month. These returns must be sent in time to reach LCU 3 not later than the 10th of the month following that to which they relate.

Separate returns are required from the major ports and the figures for other, smaller ports are amalgamated into the return of the nearest convenient major port.

Statistical returns are sent to LCU 3 at:

Landing Card Unit – Team 3
West Wing, 4th Floor
Block C
15 Wellesley Road
CROYDON CR9 1AT

5. FURTHER GUIDANCE

5.1. Seamen

Statistics of seamen arriving are not required. Ports may feel it is appropriate to record statistics of work undertaken in relation to ships' crew for local management information purposes.

5.2. Yachts

Statistics are not compiled for crewmembers arriving in yachts. Passengers on yachts who are subject to control are dealt with in the usual way and their arrival should be recorded in the same way as other arrivals in that admission category.

ANNEX A

CHAPTER 35
SECTION 1

ON-ENTRY STATISTICS & RETURNS

ADMISSION CODES AND ON-ENTRY REFUSAL CODES

1. ADMISSION CODES

1.1. Points to remember

- * In cases where *new entry conditions* other than a public funds endorsement are imposed or previous conditions *extended*, the appropriate code should always reflect the purpose of the passenger's entry to the United Kingdom as stated by the passenger;
- * The ILE codes should be used only for persons given indefinite leave to enter for settlement for the *first time*.
- * In the case of returning residents, and returning passengers whose previous entry conditions are not being altered other than a public funds endorsement, the admission code "R" should always be used.
- * An admission code should be entered on the landing card even if the passenger had been given leave to enter abroad. In such cases the admission category should be obvious from the entry clearance vignette.

1.2. List of admission codes, excluding ILE codes

ADV Visitor (Approved Destination Status)

AV Seasonal Agricultural Volunteer

AW Person given leave to enter under "Au Pair" arrangements (male or female)

ASY Persons granted asylum, excluding persons granted ILE

BV Person given leave to enter for BUSINESS purposes admitted under paragraphs 40-42 of HC 395. Stamped Health Control Unit.

CL Common law spouse

- CLD Common law spouse of Diplomats
- CP Civil Partner for the probationary period of 2 years
- CYR A child given 24 months under paragraphs 301/302 of HC 395 with a view to settlement, as a period of probation
- DAS Dependants of persons granted asylum, excluding dependants granted ILE
- DEL Dependants of persons granted exceptional leave following an asylum application
- DN Non Asylum Discretionary Leave
- DP Diplomats, consular officers and persons on foreign and Commonwealth government missions
- DND Non Asylum Discretionary Leave - Dependant
- DWK Domestic servant accompanying Employers (excluding servant of Diplomats)
- ELR Persons granted exceptional leave to enter following an asylum application
- H Husband of women settled in the UK, given 24 months with a view to settlement, as a period of probation (paragraphs 281 - 282 of HC 395)
- HP Humanitarian Protection
- HPD Humanitarian Protection – Dependant
- HSM Highly Skilled Migrant Programme
- INV Investors
- IT Person in transit through the UK who have NO OTHER REASON for entering
- LC Leave Outside the Rules (concession)
- LCD Leave Outside the Rules (concession) – Dependants
- LN Leave Outside the Rules (no concession)
- LND Leave Outside the Rules (no concession) – Dependants
- LTL Person, male or female, given limited leave to enter for MARRIAGE to a UK resident
- MOR Minister of Religion, Priest, Member of Religious Orders, Missionary
- NOV Innovators

- NSP Nurses Supervised Practice
- NSD Nurses Supervised Practice - Dependant
- O All other passengers given limited leave to enter who are not included in any other category. This includes NATO forces dependants, foreign servicemen on courses, permit-free categories and their dependants. Stamped Health Control Unit.
- PCP Proposed Civil Partner (equivalent to same sex fiancé)
- PD Post graduate Doctor or Dentist
- POI Person of Independent Means
- R Returning residents and passengers returning from temporary visits abroad to continue their stay in the United Kingdom within their existing leave. Stamped Health Control Unit.

Students, "au pairs", work permit holders and others previously subject to time limit in whose case an extension of the time is given by immigration officers because the limit had expired or was shortly due to expire should, instead, be categorised according to the purpose of their journey and, if appropriate, the amount of leave granted.

Persons previously given leave to enter on Codes "DP" and those who would otherwise be classified as "CS", "DP", "IT" should not be classified as "R" even if they have previously been to the United Kingdom. Persons requiring new work permits or given leave to enter in a new capacity (e.g. as a student after previously being a permit holder) should be classified according to the purpose of their present journey.

SBS Sector Based Scheme

SCP Civil Partner – probationary civil partner

SPD Same sex Partner of diplomats

SSP Same sex Partner admitted for probationary period

STU For all dependants of students

STL Person whose accepted purpose is to study for 12 months or more

STS Person whose accepted purpose is to study for less than 12 months

T1G Tier 1 – General

T1E Tier 1 – Entrepreneurs

T1P Tier 1 – Investors

T1P	Tier 1 – Post Study
T1R	Tier 1 – Dependant
T2G	Tier 2 - General T2G
T2T	Tier 2 - Intra Company Transfer T2T
T2P	Tier 2 - Sportspeople T2P
T2M	Tier 2 - Ministers of Religion T2M
T2R	Tier 2 – Dependant T2R
T5P	Tier 5 - Creative and Sporting T5P
T5A	Tier 5 - International Agreement T5A
T5E	Tier 5 - Government Authorised Exchange T5E
T5W	Tier 5 - Religious Worker T5W
T5B	Tier 5 - Charity Workers T5B
T5Y	Tier 5 - Youth Mobility T5Y
T5R	Tier 5 – Recruitment T5R
UKD	Dependants of those with UK ancestry
UKG	UK Ancestry or Person with UK grandparent
VS	Persons granted leave to enter for 6 months or less as visitors. Applies only to passengers admitted under Paragraphs 40 to 42 of HC 395 other than for business purposes or for a named Health Control Unit.
SV	Student Visitor
WH	Working Holidaymaker
WPD	For all dependants of work permit holders. This category should be used whether the dependant is accompanying or subsequently joining the permit holder, and irrespective of the time limit imposed
WPL	Holder of work permits issued by Work Permits UK valid for 12 months or more
WPS	Holder of work permits issued by Work Permits UK valid for less than 12 months

WPT Holder of work permits issued by Work Permits UK to a trainee or student employee for any time length

The "WP" category does not include those presenting permits issued by the Channel Islands, the Isle of Man or the Republic of Ireland authorities. Groups of performers issued with a letter from the Department for Education and Employment in lieu of individual permits should be included in category "WP" and will normally fall into the sub-category "WPS"

WYR Wife of a man settled in the UK, given 24 months with a view to settlement, as a period of probation

Z Person in transit through the UK to CHANNEL ISLANDS/REPUBLIC OF IRELAND/ISLE OF MAN (i.e. within the COMMON TRAVEL AREA). This includes holders of work permits issued by the Channel Islands, the Isle of Man and the Republic of Ireland authorities and all other persons intending to enter another part of the Common Travel Area.

ON-ENTRY SETTLEMENT CODES

1.3. On-entry settlement codes

The following categories should be used for persons given indefinite leave to enter (ILE) for settlement or on a subsequent occasion if this is after a period of absence of more than two years and the persons are treated as returning residents. The landing cards of persons in these categories should be fully and accurately completed in accordance with *Chapter 28*.

Persons given limited leave to enter must not be included in these categories even though settlement is the intention, e.g. persons coming for marriage to persons settled in the United Kingdom, or coming for a probationary year.

S (M) Settlement Other - Men

S (W) Settlement Other - Women

SCO Settlement Other – Children

SE (M) Settlement Elderly Men

SE (W) Settlement Elderly Women

SH Settlement Spouses –Men

SR Settlement Refugees

SRD Settlement Refugees – Dependants

- SV (M) Settlement Voucher Men
- SV (W) Settlement Voucher Women
- SW Settlement Spouses – Women
- ASY "Person granted asylum, excluding persons granted ILE"
- DAS "Dependants of persons granted asylum, excluding dependants granted ILE"
- ILE Person granted indefinite leave to enter
- ILR Person granted indefinite to leave to remain
- DEL Dependants of persons granted exceptional leave following asylum application
- ELR Person granted exceptional leave to remain after an asylum application
- GPP Gateway Protection Programme (Congo refugees)
- AG Seasonal agricultural workers
- AP 'Au pair' persons

2. ON-ENTRY REFUSAL CODES

The following codes should be entered in the port refusal record (on the PAS system, if appropriate) and on form IS 12

- A1 Insufficient funds for proposed visit.
- A2 Not a genuine visitor.
- A3 Seeking free medical treatment or with insufficient funds to meet cost of treatment.
- A4 Unsatisfactory or unacceptable arrangements for proposed study.
- A5 Intention to study not genuine and realistic.
- A6 Transit passenger - not satisfied able and intending to proceed at once to another country, and assured of entry there.
- B1 For employment without a work permit.

- B5 Work permit holder refused, including work permit obtained by deception or holder of forged, falsified or stolen permit.
- C3 Medically undesirable.
- D1 Convicted of a criminal offence in the UK/abroad which if committed in the UK is/would be punishable with imprisonment for 12 months or longer.
- D2 Subject of deportation order.
- D5 Exclusion conducive to the public good.
- E1 No passport or acceptable identity document.
- E2 Spurious passport and not qualified for entry.
- E3 Lack of returnability or inadequate entry facilities for country of ultimate destination - not allowed to proceed in transit.
- E4 Lack of required non-settlement entry clearance, including those set aside on grounds of misrepresentation, forgery, failure to disclose material facts or where a change of circumstances has removed the basis of claim to admission.
- F1 For settlement without required entry clearance, including holder of forged entry clearance, entry clearance obtained by deception, or entry clearance where a change in circumstances has removed the basis of claim to admission.
- F4 Claiming protection as returning resident but not qualified.
- J1 Refused asylum - substantive (non-certified).
- J2 Refused asylum - certified.
- J3 Refused asylum - non-compliance.
- J4 Refused asylum - third country.
- K1 Cancellation of entry clearance conferring leave to enter.
- K2 Cancellation of continuing leave.
- L1 Refused under Immigration (EEA) Regulations 2000.
- Z1 Other reasons.