

ST.EDWARD'S SCHOOL

ENGLISH AS AN ADDITIONAL LANGUAGE (EAL) POLICY

The School expects that pupils will normally be fluent in English and reserves the right to reject an applicant because his/her level of English fluency is such that the school judges that he/she would be unable to access the school's curriculum. However, the School may accept applicants without complete English fluency on condition that their parents/guardians agree that such pupils have as much additional EAL tuition as the School judges necessary, for which a charge will be made in addition to the normal school fees.

Implementation & Procedures

1. The Registration Form contains a compulsory section for parents/guardians to record any special needs of the applicant. The Registrar will alert the Head to any such information relevant to English fluency issues at this stage.
2. The School will normally require a statement regarding the current level of English fluency of an applicant whose first language is not English before they take the entrance exam. In appropriate cases the English section of the entrance exam may be waived or special arrangements may be made for the applicant's entrance exam to take account of the current standard of his/her English fluency.
3. An offer of a place to such an applicant will only be confirmed on receipt of written consent from the parent/guardian to the pupil receiving EAL tuition for which a charge will be made in addition to the normal school fees.
4. An EAL applicant's fluency in English will be further assessed once in the school during English or specialist EAL lessons and also by means of MidYis or Yellis testing. The School may require such a pupil to have further additional EAL tuition, for which a charge is made, if the pupil fails to make sufficient progress.
5. EAL tuition will be given by appropriately qualified teachers on school premises and during the school day. EAL pupils may be taken out of normal timetabled lessons in order to have such lessons or they may be scheduled during the lunch-break or during the after-school activities time (4.15pm-5.30pm).
6. Parents/guardians will receive Reports on EAL additional lessons, in accordance with the school's Assessment policy.
7. All staff will be made aware of the presence of EAL pupils in their classes, and subject teachers must annotate their pupil records accordingly. A teacher must take appropriate steps to assist such pupils to access all aspects of a lesson, as far as is practicable with the delivery of the lesson for the whole class, and must give consideration to pupils' EAL needs when assessing their work. The teacher must alert the pupil's Head of Section if the teacher considers that a pupil's lack of English fluency is such that it is impeding his/her participation in and gaining of benefit from lessons.

8. EAL pupils will be entered for appropriate EAL/EFL examinations. Parents/guardians will be charged for any fees in connection with such exams in accordance with the school's normal practice for all public exams.
9. EAL pupils may take public exams in their mother-tongue but only on the understanding that no tuition for this will be provided by the school.
10. Every effort will be made to ensure that EAL pupils are warmly welcomed and are able to settle into life at the school as quickly as possible. It is understood that pupils from different countries may need extra attention pastorally, especially in the initial stages, and the School will do its utmost to ensure that they are able to progress both academically and socially during their time at the school.
11. Should any pupil or parent be dissatisfied with a decision made under this policy they should utilise the School's Complaints Procedure.

Up-dated	November 2011
To be reviewed	November 2012
By whom	Head/Deputy Head Academic
Endorsed by	Learning Difficulties & Disabilities Committee