



English as an Additional Language Service (EAL)

Checklist for the enrolment & induction of EAL pupils (Primary School)

HT/DHT with responsibility for admission of EAL pupils _____

Pupil Name: _____ **Class:** _____ **Enrolment date:** _____

	Yes	Comment
Arrangements for Enrolment Meeting (Week 1)		
Pre-enrolment information received from Admin.		
Confirm language spoken by parent/carer(s)		
Letter re. enrolment meeting issued to parent/carer(s)		
Arrange enrolment meeting date - HT/DHT		
Contact parent/carer(s): arrange and confirm enrolment meeting through an interpreter – use EAL Interpreter Request Form/Language Line if required		
Organise interpreter (EAL Interpreter Request Form)		
Inform EAL teacher		
Invite class teacher (if known)		
Enrolment Meeting (Week 2)		
Check pronunciation of pupil's name		
Check identification and copy documents *It is important to have a copy of the pupil and parent/carer's passport and the pupil's birth certificate to use should CME procedures need to be activated.		
Complete enrolment forms with the help of the interpreter Record Level of English as Not Assessed on Enrolment Form until Initial Assessment by EAL Teacher		
Complete EAL Referral Form – please complete all sections and ask for parent/carer signature - Explain 'EAL Support'		
Discuss previous schooling: - literate in first language - subjects and languages studied - achievements - favourite/best subjects - years of English language experience - attendance/any breaks in education		
Permission from parent/carer to send letter to previous school to: - confirm pupil's enrolment in new school - request school/psychological/medical reports		
Complete Health Forms		
Confirm ASN (other than EAL)		
Confirm Medical Information		
Ensure parent/carer(s) have school's contact info and that school has direct contact for parent/carer(s)		
Explain how the school communicates with parents/carers and parental engagement		
Obtain information on future aspirations, extra-curricular skills and experience i.e. sports, music, hobbies, language/religious schools		



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	Yes	Comment
attended		
Obtain any other relevant information relating to culture, food, clothing, jewellery, etc		
Clarify transport arrangements if applicable		
Explain school key information which may be very different to the family's own experience <ul style="list-style-type: none"> - times of school day - break/lunch arrangements – packed lunches, healthy eating, free school meals (translated information on free school meals for P1-3 is available). - holiday patterns, occasional days and in-service days (refer to leaflet) - school uniform - non-uniform/dressing up charity days - information on after school and lunchtime clubs - library system - houses (if applicable) - PE kit and Art apron 		
Explain Scottish education system which may be very different to the family's previous experience <ul style="list-style-type: none"> - school policies and routines NB Absence Policy - ages of schooling (nursery, primary, secondary) - P1 is first year in school - CfE: how pupils are assessed (mostly formative assessment, some summative assessment) - homework and how parents/carers are asked to support it - how parents/carers can support learning in general - show example of report - home alone guidelines 		
Provide parent/carer(s) with translated materials below, if available <ul style="list-style-type: none"> - fire drill - bad weather – information about phone line/website - link to translated and interactive, visual school menu - information on free school meals - CfE <i>Four Capacities</i> and explanation of levels - Aberdeenshire visual holiday calendar - leaflet on reading with their child (if age appropriate) - Be Bilingual Leaflet 		
Show parent/carer(s) around school		
Before Induction		
Share information and resources with teacher		
Identify potential buddies		
Check that resources are ready for induction day i.e. visual timetable, bilingual/visual dictionary		
Induction Day		
Provide visual timetable and other resources		
Introduce to buddies		