

From mountain to sea

# English as an Additional Language

## Guidelines: enrolling a bilingual learner

December 2017



## Procedure:

1. Aberdeenshire Authority's school admission procedures must be followed when enrolling all pupils including bilingual learners ([Head Teacher Handbook](#)) ([EAL Enrolment Flowchart](#)). Be aware of [Child Trafficking Indicators](#).
2. **All** bilingual pupils should be referred to the EAL Service regardless of their perceived level of English language fluency.
3. Where the family live out of zone, parents may need explanation of school zoning (Use Language Line to support communication if required).
4. If an interpreter is not required, then proceed with the enrolment and referral to the EAL Service. In light of child trafficking, parents should bring the following documents to the enrolment meeting:
  - child's passport and birth certificate
  - parent/Guardian's passport

They should also bring the:

- child's previous school reports
  - child's Medical information including psychological reports
5. When a parent/guardian arrives at school to enrol their child, confirm the parent's/guardian's and child's first language. If the parent/guardian is unable to complete the enrolment form, they should complete a [pre-enrolment form](#), which is available in several languages. These details will be passed on to the relevant member of SMT to arrange an enrolment meeting with an interpreter. Language Line may be used to support this initial communication with the parent/guardian in their first language, where necessary.
  6. If an interpreter is required, use Language Line to inform parents that they should return when an interpreter is present to complete the school enrolment documentation. A translated letter is also available in some languages for parents/guardians detailing the enrolment process, including the documents they will need to bring for enrolment.
  7. Use the [Interpreter request form](#) to arrange for an interpreter to be present at enrolment. Refrain from using a family member/friend/student as an interpreter.
  8. Enrolment documentation and the EAL [Referral form](#) should be completed and signed by the parent/guardian during the enrolment meeting **in school** with the support of an interpreter. Please note the importance of photocopying the child and parent/carer's passport and the child's birth certificate. The parent/guardian should sign the [translated letter](#) to the
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child's previous school to confirm enrolment and request previous reports. **NB:** All newly arrived bilingual learners' level of English should be recorded as 'Not Assessed'. When pupils move within Aberdeenshire and they have already been referred to the EAL Service, a Transfer form should be completed instead of a new referral form.

9. Contact the EAL Service for advice and/or to have an EAL teacher present at the enrolment.
10. If the child has identified Additional Support Needs other than English as an Additional Language, contact other relevant agencies **before** the admission has been confirmed.
11. At the enrolment meetings, it is helpful to use the following checklists:
  - Primary Enrolment Checklist
  - Secondary Enrolment Checklist
12. Further information can be found in "Seeking Support from the EAL Service".

Date	Version	Status	Reason
2010	1.0	Guidelines	New draft
December 2017	2.0	Guidelines	Refresh

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