

From mountain to sea

English as an Additional Language

Guidelines: bilingual learners who leave school

March 2023



Contents

Pupils for whom English is an Additional Language (EAL)	3
Leaving or transferring to another school in Aberdeenshire, the UK or abroad	3

Date	Version	Status	Reason
2010	1.0	Guidelines	New draft
December 2017	2.0	Guidelines	Refresh
May 2018	2.1	Guidelines	Add advice from CME on checking contact details and card to give new school
May 2019	2.2	Guidelines	Amend re GDPR
June 2021	2.3	Guidelines	Remove leavers form, simplify process.
March 2023	2.4	Guidelines	Updates to phrasing and processes

Visit [aberdeenshire.gov.uk](https://www.aberdeenshire.gov.uk)

Pupils for whom English is an Additional Language (EAL)

Families of bilingual pupils may be unaware of the legal duties of parents in Scotland regarding the education of children particularly when this differs in their country of origin.

“Transient populations are a feature of modern society. Most of those entering from commonwealth countries and A8 countries do so for economic incentives and the higher standard of living these bring. Others coming to Scotland do so as refugees or asylum seekers. Whatever the reasons, there are multiple and cumulative stresses around the migration experience. These stresses arise from the difficulties in managing the transition to a new country.”

(2009, HMle, Count Us In- A Sense of Belonging Meeting the Needs of children and Young People Newly Arrived in Scotland, page 2)

Enrolment is a key stage in supporting bilingual pupils and can be helpful in preparing for any children who leave unexpectedly. It is particularly important to check the child's birth certificate to confirm identity. Ascertaining key information such as the child's identity, previous address and school can be incredibly useful if the family choose to move away as there is a chance they may return to a familiar location.

Refer to [‘Enrolling a Bilingual Learner’](#).

Leaving or transferring to another school in Aberdeenshire, the UK or abroad

When the school is informed by a family that they are moving within the UK or abroad school staff must ensure that the new home and school addresses are confirmed by the parent/carer in writing. Schools should:

- follow normal processes for when a child leaves.
- check that they have up to date contact information for the parent/carer (email address and telephone number). If the parent/carer does not know, please complete a [confirmation of child in education letter](#) and give it to the parent/carer, explaining that they can give it to their child's new school so that they can confirm their child is in education and so that any relevant information may be shared to support their child. **Please share the simple translated explanation of why the school needs to know the child's new address and school (translated into most common languages).*
- also inform the EAL Service through eal.service@aberdeenshire.gov.uk. Please refer to the [EAL Leavers Flowchart](#) for good practice.

Migrant families, for complex or unexpected personal circumstances, may not inform a school of a return to home country or a move to another location in the UK or abroad. **If there are concerns about the welfare, safety or location of the child follow child protection guidance and CME guidelines as appropriate.** The EAL Service can provide advice and support should [interpreting and translation services](#) be required.
