

From mountain to sea

English as an Additional Language

Guidelines: enrolling a bilingual learner

May 2019



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 a telephone interpreter](#) to support communication if required).
 4. If an interpreter is not required, then proceed with the enrolment and referral to the EAL Service. Parents should bring the following documents to the enrolment meeting:
 - child's birth certificate
 They should also bring the:
 - child's previous school reports
 - child's Medical information including psychological reports
 5. When a parent/carer arrives at school to enrol their child, confirm the parent's/carer's and child's first language. If the parent/carer 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. [A telephone interpreter](#) may be used to support this initial communication with the parent/carer in their first language, where necessary.
 6. Inform parents that they should return for an enrolment meeting. A translated letter is available in some languages for parents/carers detailing the enrolment process, including the documents they will need to bring for enrolment.
 7. [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/carer during the enrolment meeting in school with the support of an interpreter. Please note the importance of checking the child's birth certificate to confirm identity. The parent/carer should sign the [translated letter](#) to the 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
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already been referred to the EAL Service, please email the [EAL Service](#) rather than completing 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
May 2019	3.0	Guidelines	Amended re GDPR
March 2023	3.1	Guidelines	Amended links for interpreting, removed info on information card and replaced info on transfer form.

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