



English as an Additional Language Service (EAL)

Checklist for the enrolment & induction of EAL pupils (Secondary 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)		
Inform HT/DHT - arrange enrolment meeting date		
Contact parent/carer(s): arrange and confirm enrolment meeting via interpreter – use EAL Interpreter Request Form /Language Line if required		
Organise interpreter (EAL Interpreter Request Form)		
Inform/Invite EAL teacher		
Invite PT Sfl/Guidance		
Enrolment Meeting (Week 2)		
Check spelling and pronunciation of preferred name		
Check child's birth certificate		
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: - literacy in first language - subjects and languages studied - qualifications - achievements - favourite/best subjects - years of English language experience - attendance/any breaks in education		
Please complete an information card and give it to the parent/carer, explaining that they should 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.		
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		



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Obtain information on future aspirations, extra-curricular skills and experience i.e. sports, music, hobbies, language/religious schools attended		
Obtain any other relevant information relating to culture, food, clothing, jewellery, etc		
Clarify transport arrangements if applicable		
<p>Explain school key information which may be very different to the family's own experience.</p> <ul style="list-style-type: none"> - times of school day - break/lunch arrangements – packed lunches, healthy eating, free school meals (cashless canteen) - holiday patterns, occasional days and in-service days (refer to leaflet). School year starts before summer holiday. - school uniform - non-uniform/dressing up charity days - information on after school and lunchtime clubs - Young Scot Card/Library system - Houses/Guidance - PE kit - Home Economics and Technical payment 		
<p>Discuss Scottish education system which may be very different to the family's previous experience</p> <ul style="list-style-type: none"> - school policies and routines NB Absence Policy - ages of schooling (nursery, primary, secondary) - post 16 options - CfE: how pupils are assessed (mostly formative assessment, some summative assessment) - subject choices from S3 including ESOL - homework and how parents/carers are asked to support it - how parents/carers can support learning in general - show example of report 		
<p>Provide parent/carer(s) with translated materials below, if available</p> <ul style="list-style-type: none"> - fire drill - bad weather – information about phone line/website - information on free school meals/uniform - <i>CfE Four Capacities</i> and explanation of levels/exams - Aberdeenshire visual holiday calendar - Be Bilingual Leaflet 		
Show parents/carer(s) around school		



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Before Induction		
Plan initial support arrangement in consultation with ASL & EAL		
Create timetable		
Inform subject teachers of new pupil arrival and share key information with guidance and subject teachers		
Identify potential buddies		
Check that resources are ready for induction day e.g. timetable, computer access, SCHOLAR log in, bilingual dictionary		
Induction Day		
Provide timetable and planner		
Introduce to buddies & subject teachers _____		