



From mountain to sea

English as an Additional Language

Guidelines: bilingual learners who leave school

May 2019



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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	3.0	Guidelines	Amend re GDPR

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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, HMIe, 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. If key information is not accessed at enrolment, schools may spend time following up issues, such as Children Missing from Education (CME). It is particularly important to check the child's birth certificate to confirm identity.

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 ensure that the new home and school addresses are confirmed by the parent/carer in writing. Schools should inform the EAL Service using the [EAL ‘Pupil Leaving’ form](#). Schools should also check that they have up to date contact information for the parent/carer (email address and telephone number). Please refer to the [EAL Leavers Flowchart](#) for good practice. 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.

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 or safety of the child follow child protection guidance and CME guidelines as appropriate.

Children Missing from Education (CME)

The core principles underpinning CME procedures apply for all children, including those with English as an Additional Language. The following information is taken from Aberdeenshire's CME Guidelines:

The term "Children Missing from Education" is clearly defined as follows:

"Children 'missing from education' are children and young people:

- of compulsory school age
- who are not on a school roll
- and are not being educated otherwise (at home, privately or in an alternative provision).

They have usually not attended school for a period of time (up to four weeks but substantially less for a child with welfare concerns)."

Core principles underpinning CME procedures:

- If there are concerns at any time about a child's safety and wellbeing, the school's designated child protection officer should contact Social Work to pass on child protection concerns.
- If a child's attendance ceases without explanation or prior notification of a move of school, the general non-attendance procedures apply and the relevant QIO activates a local investigation.
- If there is no contact after 28 days maximum in spite of enquiries, CME Procedures should be activated through the authority contact officer.

These procedures must be applied in **all** cases. **It is better to refer than not.**

The authority will maintain a 'virtual register' for children who are still missing after 28 days or for other reasons such as approved home education. Children will continue to be traced from the virtual register.

Failure to attend or to complete transition

A number of children fail to attend their new primary or secondary school.

The school should make reasonable efforts to establish the reason for non-attendance by contacting the parent/carer. The [EAL Service](#) can liaise with families through Interpreting Services on behalf of school. Enquiries also include contacting the new school if abroad to facilitate confirmation that the child is on the roll and attending.

Please refer to the [EAL Leavers Flowchart](#) for good practice.
