



English as an Additional Language Policy

FROM JANUARY 2023

Aquinas Church of England Education Trust





Policy control			
Title		English as an Additional Language [Trust]	
Responsibility		Education Directors	
Review body		Education Scrutiny Committee	
Suite		Education	
Approval date		January 2023	
Review date		January 2025	
Version		V2	
Version	Date	Author	Note of revisions
V2	01/12/22	BBL	Review, insertion of legal framework, no other material changes [SB]



English as an Additional Language (EAL)

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Statement of Intent

AQUINAS Church of England Education Trust (the Trust) is committed to ensuring all pupils with EAL across the Trust are given the best chance possible to reach their full potential.

Pupils with English as an Additional Language (EAL) will face various difficulties throughout their academic life. Pupils' aptitude for English will vary, but many will face barriers to learning, accessing the curriculum, and reaching their full potential. Pupils with EAL must learn in and through another language. In addition, they may come from diverse cultural backgrounds to their peers and face different expectations of language, education, and learning.

Research suggests that those new to English will acquire conversational fluency within two years but will need five years or longer to achieve competence in academic English.

1. Legal framework

[UPDATED] This policy has due regard to legislation and guidance including, but not limited to, the following:

- Childcare Act 2006
- Education Act 2002
- The UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018
- DfE (2014) 'The Equality Act and schools'
- DfE (2018) 'Promoting the education of looked after children and previously looked after children'



- DfE (2018) 'Equality Act 2010: advice for schools'
- DfE (2018) 'Mental health and wellbeing provision in schools'

This policy should be read in conjunction with the following academy policies:

- Admissions
- Anti-bullying
- Child Looked After (CLA)
- Safeguarding and Child Protection
- Special Educational Needs and Disabilities (SEND)
- Supporting Pupils with Medical Conditions

2. Roles and responsibilities

The **headteacher** is responsible for:

- Ensuring that those who are teaching or working with pupils with EAL are aware of their needs and have arrangements in place to meet them.
- Ensuring that teachers monitor and review pupils' progress during the academic year.
- Appointing a member of staff to lead on the academy's approach to supporting pupils with EAL.
- Providing the EAL lead with sufficient administrative support and time away from teaching to enable them to fulfil their responsibilities.
- Ensuring that procedures and policies for the day-to-day running of the academy do not directly or indirectly discriminate against pupils with EAL.
- Ensuring that the approach to the curriculum includes how it is made accessible for pupils with EAL.

The **EAL lead** is responsible for:

- Inducting newly arrived pupils.
- Conducting initial assessments of pupils with EAL.
- Instructing small groups of pupils with EAL and providing classroom support.
- Liaising with teaching staff on support for pupils with EAL.
- Advising on strategies to support and include pupils with EAL and on ways to differentiate work for pupils with EAL.
- Encouraging and supporting pupils to maintain and develop their first language.
- Facilitating pupils' use of first language national examinations.
- Developing relationships between the academy and parents of pupils with EAL.
- Securing and providing training to ensure staff development.
- Acting as consultants to staff on language-related issues and equal opportunity and race equality issues.
- Ensuring continuity of support and maintaining contact with other professionals involved, as well as parents and pupils.



- Working closely with the SENCO (Special Educational Needs Coordinator) to develop individual transition plans tailored to the specific needs of pupils with additional needs.

All **staff members** are responsible for:

- Ensuring all written work includes the technical requirements of language as well as the meaning.
- Providing a good model of spoken English.
- Where possible, using a variety of types of text to explore their subject and through the varied use of English.
- Ensuring the inclusion of pupils with EAL in their classrooms.
- Identifying pupils with EAL who are experiencing difficulties and ensuring intervening measures are taken to aid the pupil.
- Planning activities that aim to ease pupils' anxieties and make them feel prepared for their next stage of learning.

3. Support

All pupils are entitled to experience an education which enables them to achieve their full potential. We welcome the cultural, linguistic, and educational experiences pupils with EAL contribute to the academy. We aim to develop strategies which support pupils with EAL, to enable them to become confident, and to acquire the language skills needed to fully engage in all aspects of academy life and achieve academically.

When a pupil with EAL joins an academy with little to no English, support will be provided in the form of induction interventions. These interventions focus on practical, everyday English. In-class support and small group work is utilised as soon as the pupil can be successfully integrated into the classroom environment. The pupil will still spend time with their intervention teacher daily.

4. Inclusion

The academy working towards full inclusion and the positive and effective use of language. The approach includes the following principles:

- There is an understanding throughout the academy, for both staff and pupils, that a limited knowledge of English does not reflect a lack of ability or knowledge.
- Appreciating a pupil's ability to speak their own first language is essential for building their confidence and self-esteem.
- The language development of pupils is the responsibility of the entire academy community.
- Mainstream and support departments will work together to ensure optimal outcomes are achieved.
- Diversity will be valued, and classrooms will be socially inclusive.



- Teachers will be knowledgeable about pupils' abilities in English and use their knowledge to inform lesson planning.
- Planning is adapted to accommodate low levels of English, whilst maintaining the subject content and level of challenge.
- Where large groups of pupils with EAL speak the same language, the academy encourages wider integration to promote inclusion and to improve pupils' understanding of English.

Our overarching aims are to:

- Provide a welcoming atmosphere for newly arrived pupils with EAL.
- Assess the skills and needs of pupils with EAL.
- Gather accurate information regarding pupils' backgrounds, cultures, and abilities.
- Equip teachers and support staff with the necessary skills, resources, and knowledge to support pupils with EAL.
- Use all available resources to raise the attainment of pupils with EAL.
- Systematically monitor pupils' progress and adapt policies and procedures accordingly.
- Ensure all pupils' languages, cultures and identities are represented in classrooms and throughout the academy.
- Maximise opportunities to model the fluent use of English.
- Ensure pupils with EAL are acknowledged for their skills in their own languages.

5. Initial assessments

The academy will undertake a timely initial assessment to gauge pupils' English abilities in an informal manner that does not make the pupil feel isolated or inferior. The assessment may be carried out using a standard trust format (See [Appendix A](#)). Initial assessments are carried out by the teacher responsible for pupils with EAL. Completed assessments are held on the pupil's profile and shared with pupil, parent, and teachers to benefit the pupil. Teachers use this assessment to inform their teaching and lesson planning.

Pupils' learning is tracked regularly, and progress is shared with teachers and support staff. Individual pupil profiles are updated following assessments and reviewed on a termly basis to identify and address problems. Pupils are also encouraged to set their own targets and objectives to bolster self-esteem and increase accountability.

6. Classroom practice

We recommend the following initiatives to support effective classroom practice:

- Teachers have high expectations of all pupils, regardless of gender, ethnicity, social background, or English ability.
- Classroom activities are matched to pupils' needs and abilities.



- Teachers consider common misconceptions and language barriers, such as reading '3 x 3', where 'x' is read as the letter and not a function and clarify meanings accordingly.
- Where possible, the following practices will be utilised to improve pupils' literacy:
 - Utilisation of the pupil's first language expertise.
 - The provision of writing frames.
 - The use of props.
- Language skills will be developed through:
 - Collaborative activities involving spoken communication.
 - Feedback opportunities and conversations.
 - Good models provided by peers.
- Active participation will be encouraged by grouping pupils in mixed ability groups to develop language skills and using 'expert' readers and writers to aid and model language.
- Classroom displays will reflect cultural and linguistic diversity.
- Assessment methods will allow pupils to show what they can do in all curriculum areas.
- Bilingual dictionaries are available to aid pupils with EAL.
- Dual language textbooks are available and used where possible.
- Visual supports are utilised where possible.
- Prior to any private tuition/one-to-one support, the pupil is informed of the purpose of the session and the objectives.

7. Access to the curriculum

The needs of pupils with EAL are considered by teachers when planning lessons. When planning lessons, teachers analyse the language and learning demands of the curriculum. They adapt the planning and language to enable pupils with EAL to access the learning. Visual support is utilised to provide greater understanding of key concepts. There are opportunities for pupils to use their first language in the classroom. The support requirements of pupils with EAL are identified and the support is made available.

8. Working with families

Liaison with parents is vital to the creation of a strong home/academy partnership, which can ensure the development of pupils with EAL. To aid this partnership, the academy will:

- Actively seek to put parents at ease by providing a welcoming environment conducive to productive discussions.
- Provide interpreters for meetings when needed.
- Ensure the language used in letters to parents is clear and straightforward.
- Where appropriate, have teachers read the letter with pupils before sending the letter home, to ensure the message is clear.



- Where necessary, ensure translations of academy documents are carried out and provided to parents of pupils with EAL.
- Encourage parents to attend parents' evenings and participate in academy functions.
- Invite parents to academy to help with class activities, such as cooking, reading and class outings, where appropriate.
- Encourage parents to become involved with homework through shared reading schemes and language-based homework.
- Plan activities in a way that ensures they do not clash with religious/community commitments.

9. Special educational needs and disabilities

A child is not regarded to have SEN (Special Educational Needs) solely because their home language is different from the language in which they are taught at academy. A proportion of pupils with EAL may have one or more types of SEN and it is imperative that this is identified at an early stage. Assessments of SEN of pupils with EAL will involve EAL specialists along with SEN specialists. Where appropriate, the academy will arrange an assessment in the child's first language. SEN support will be decided on an individual basis in the manner outlined within the academy's SEND Policy. The academy will ensure that the parents or carers of a pupil with SEN are not prevented from presenting their views throughout the process and are clearly informed at every stage.

10. Monitoring and review

[UPDATED] This policy is reviewed on a **biennial** basis by the **Education Scrutiny Committee** and **Chief Executive**. Monitoring is conducted through the Trust's programme of quality assurance and that undertaken by the individual Academy. Changes to this policy are communicated to relevant stakeholders.

The next scheduled review date for this policy is **January 2025**.



Appendix A

First Language Assessment Form

Pupil's name:	Language:
Assessed by:	Date:

Answer the following questions in relation to age related expectations:	Y/N
Is the pupil's social/linguistic behaviour age-appropriate?	
Does the pupil understand a range of questions, instructions, and a story, told in their first language?	
Is the pupil's speech clearly articulated?	
Is the pupil able to speak accurately at a social level?	
Is the pupil's vocabulary appropriate/sophisticated/limited?	



Does the pupil use correct grammatical structures?	
Can the pupil talk about the past, present, and future using correct verbal forms?	
Do you have any concerns?	
Do you have any comments regarding the pupil's social interaction with you during the assessment?	
Can the pupil read and write in their first language?	
Can the pupil complete age-appropriate mathematics tasks with limited language context?	