



## Admissions and Induction Policy for children with *English as an Additional Language (EAL)*

Copperfield Academy is committed to ensuring that all children with EAL enter securely and happily into our school.

After your child has been offered a place at Copperfield Academy we aim to:

1. Ensure new children and their families are warmly welcomed and feel safe and secure in the school environment.
2. Facilitate the beginning of positive, ongoing relationships between the school and the new child and their family.

We do this by providing an induction process:

1. The parents/carers are initially invited to the school to complete admission forms and hand in a copy of the child's birth certificate and proof of address for the last 3 months (if not already provided). There will also be an additional EAL information form, which you will complete with the EAL Lead teacher. We will provide an interpreter where necessary/ possible. The information forms are confidential and help the school to ensure that the child's educational, personal and social needs are met.
2. A start date will be provided for the child. The school and the class teacher prepare for their arrival. The parents/carers ensure that school uniform, PE kit, school bag and any other resources are purchased in time.
3. On the first day, the family will be met by the EAL Lead and the child will be accompanied to the classroom where they will meet their classroom teacher and be assigned a 'buddy' who often is able to speak the same language.
4. After a settling in period of 1-2 weeks, the child will be assessed *informally* using the NASSEA tool for assessment (for speaking, understanding, reading and writing). Ongoing assessment will provide the basis for continuing targets in the curriculum subjects. Where necessary and if possible, the child will be assessed in their own language too.
5. Where necessary, the child will receive support to ensure progress alongside their peers, such as targeted support in class, small group support and/or one to one sessions. Ongoing monitoring and assessment will take place.
6. The school will invite the parents/carers for an additional informal chat with the EAL Lead regarding the settling in of their child. We welcome any contact with the parents in order to facilitate an easier transition. Please approach your child's class teacher initially if you have any concerns.

Regular attendance at school is an important, legal requirement expected of each child in the UK.  
Please inform the office immediately if your child is to be absent from school.