

EMTAS

Good Practice for the admission of EAL pupils

Schools should try to ensure the following:

- There is a friendly member of staff who is responsible for the admission process
- The school admission form is completed, (including information about pupil's previous schooling, religion, status, dietary requirements, languages spoken etc...)
- An initial interview takes place
- Ensure correct pronunciation/spelling of pupil's name
- Information about school (uniform, school meals, travel, school times, behaviour, homework etc...) is available in home language
- Tour of school
- Meet teacher/staff
- Timetable explained (secondary)
- Buddy system
- First language evident around school/classroom
- List of subjects taught (curriculum) and possible equipment needed
- Translated letters available
- Welcome packs are given to families (including plan of school, timetable, school times, map of local area, information about English classes etc...)