English as an Additional Language Policy

Withington Girls' School

September 2023

1   **Introduction**

1.1   This is the English as an Additional Language Policy of Withington Girls' School (**School**).

1.2   The term English as an Additional Language (**EAL**) is used when referring to pupils for whom either (i) English was learned after another language *or* (ii) the main language spoken at home is not English.

1.3   A child must not be regarded as having a learning difficulty solely because the *"language or (form of language) in which he or she is or will be taught is different from a language (or form of language) which is or has been spoken at home"* (section 20(4) of the Children and Families Act 2014).

1.4   This policy applies to the whole School and sets out the School's aims, objectives and strategies with regard to the needs and skills of EAL pupils.

1.5   The Board of Governors, as proprietor of the School, has overall responsibility for all matters which are the subject of this policy.

2   **Aims and objectives**

2.1   To welcome and value the cultural, linguistic and education experiences that pupils with EAL bring to the School.

2.2   To implement school-wide strategies to ensure that EAL pupils are supported in accessing the curriculum and make progress.

2.3   To help EAL pupils to become confident and fluent in English in order to be able to fulfil their academic potential.

2.4   To be able to assess the skills and needs of pupils with EAL and to give appropriate provision throughout the School.

2.5   To equip teachers with the knowledge, skills and resources to be able to support and monitor pupils with EAL.

2.6   To monitor pupils' progress systematically and use the data in decisions about classroom management and curriculum planning.

2.7   To maintain pupils' self-esteem and confidence by acknowledging and giving status to their skills in their own languages where there are opportunities to do so.

2.8   To promote a whole school culture of safety, equality and protection.

3   **Regulatory framework**

3.1   This policy has been prepared to meet the School's responsibilities under:

3.1.1   Education (Independent School Standards) Regulations 2014;

3.1.2   Education and Skills Act 2008;

3.1.3   Children Act 1989;

3.1.4   Data Protection Act 2018 and UK General Data Protection Regulation (**UK GDPR**); and

3.1.5   Equality Act 2010.

3.1   This policy has regard to the following guidance and advice:

     3.1.1   The Equality Act 2010 and schools: departmental advice for school leaders, school staff, governing bodies and local authorities (DfE, June 2018); and

     3.1.2   What equality law means for you as an education provider: schools (Equality and Human Rights Commission, 2014).

3.2   The following School policies, procedures and resource materials are relevant to this policy:

     3.2.1   policy on special educational needs and learning difficulties;

     3.2.2   equal opportunities policy;

     3.2.3   admissions policy.

4   Strategies

4.1   All pupils will be assessed on their arrival to the School to identify the initial level of provision required. Where the pupil's level of English is such that it does not affect their understanding or learning, the School will not be required to provide specific additional support; however, the School will monitor the pupil's progress and such support will be provided should the situation change. Heads of Departments are responsible for identifying this and The Head of Learning Support is responsible for coordinating delivery of support.

4.2   The School will monitor progress carefully through half termly grades in all subjects and ensure that EAL pupils are set appropriate and challenging learning objectives by subject teachers and learning support staff where appropriate.

4.3   Pupils who receive assistance with EAL will be fully integrated into school life and will be provided with appropriate support as required, coordinated by the Learning Support team.

4.4   The School will ensure that:

     4.4.1   All involved in teaching EAL pupils liaise regularly and that relevant information on pupils with EAL reaches all staff.

     4.4.2   Training in planning, teaching and assessing EAL pupils is available to staff.

     4.4.3   The effectiveness of the teaching of pupils with EAL is monitored and data collection is managed.

     4.4.4   Any bullying of which the School becomes aware will be dealt with in accordance with the School's anti-bullying policy.

4.5   All teaching staff can assist in the following ways:

     4.5.1   Be knowledgeable about pupils' abilities and needs in English and other subjects.

     4.5.2   Ensure the pupil's name is pronounced correctly and that she is included as much as possible.

     4.5.3   Use this knowledge effectively in curriculum planning, classroom teaching and grouping.

4.6   Any concerns about the well-being of a pupil with EAL should be referred to the Designated Safeguarding Lead.

5   **Special educational needs and learning difficulties**

5.1   If the School has reason to suspect that a pupil with EAL may also have special educational needs or a learning difficulty, the school will take action as referred to in its policy on special educational needs and learning difficulties.

6   **Training**

6.1   The School ensures that regular guidance and training is arranged on induction and at regular intervals thereafter so that staff and volunteers understand what is expected of them by this policy and have the necessary knowledge and skills to carry out their roles.

6.2   The level and frequency of training depends on the role of the individual member of staff.

6.3   The School maintains written records of all staff training.

7   **Record keeping**

7.1   All records created in accordance with this policy are managed in accordance with the School's policies that apply to the retention and destruction of records.

7.2   The information created in connection with this policy may contain personal data. The School's use of this personal data will be in accordance with data protection law. The School has published privacy notices on its website which explain how the School will use personal data.

8   **Version control**

Date of adoption of this policy	September 2023
Date of last review of this policy	Summer 2023
Date for next review of this policy	Summer 2024
Policy owner (SLT)	Jen Baylis
Policy owner (Board of Governors)	Jane Allred