

Ethnic Minority Achievement Team - Paperwork

The aim of our work with pupils with EAL is to advise schools on supporting the inclusion of pupils with EAL, thereby facilitating their language acquisition and curriculum access. This will often, but not always, involve working with individual pupils. In order to provide an effective service we use a number of different forms to record information about pupils and their progress. In order for schools to be clear about the information that we collect and record and the way in which we use it, details of these forms are listed below.

PASS (Pupil and School Support) Referral Form

You will need to complete this form to refer an individual pupil to the Specialist Advisory Teaching Service (SATS). Please provide as much information as possible and ensure that you obtain parental permission for the referral. This form will be available in your school.

Case Note sheet

The SATS Ethnic Minority Achievement (EMA) team uses this as a means of recording all contact, including phone calls and visits with schools and other agencies regarding an individual pupil.

A Language in Common: Language levels

For every pupil with EAL SATS complete one of these Language levels documents. They are an excellent way of recording and monitoring progress. You may also find it helpful to use this document for your own records.

Parent interview form

When we receive a referral for an individual pupil it is always very beneficial if we can meet with their parents or carers. This is the form that we use to record the information that parents or carers provide for us.

Pupil Information Sheet

We attach this to pupil files to record additional useful information such as family members, contact details of any other agencies involved and any significant changes in the pupil's circumstances, such as a move of school or change of address

Service Level Agreement

At the beginning of our work with a school we will complete a Service Level Agreement (SLA) to outline the roles and responsibilities of everyone involved.

EAL Individual Education Plan

It can often be appropriate to use an IEP with EAL pupils, to have specific targets for monitoring their progress. Specialist Advisory Teachers are able to advise on appropriate targets for pupils with EAL.

Support Prioritisation Form

This form is completed by the Specialist Advisory Teacher after they have assessed a pupil with EAL. It is then used to prioritise the provision of further in class support packages for individual pupils.