



ENGLISH AS AN ADDITIONAL LANGUAGE: TUITION ENTITLEMENT AND POLICY WHOLE SCHOOL

- 1.1 Kent College accepts girls whose first language is not English, and undertakes, within limited guidelines, to support girls as they improve their spoken and written English and their reading and listening skills.
- 1.2 As Kent College is not a language school, we normally only offer English as an Additional Language (EAL) to girls whose English is sufficiently advanced for them to follow the school curriculum alongside their peers. Some girls may, by special arrangement, come to the school for a limited period [usually one academic year] principally to improve their proficiency in English.
- 1.3 In the Prep school and Early Years, girls whose English is sufficiently advanced for them to follow the school curriculum alongside their peers may be accepted. As formal tests may not be appropriate for younger girls, acceptance is at the discretion of the Prep School Head and is dependent on individual assessment. There may be a charge for extra language support, depending on the amount needed. Entry to Year 5 or 6 will involve liaison with senior school.

2 General

- 2.1 Although EAL and English for Academic Purposes (EAP) at Kent College fall under the aegis of the Additional Educational Needs department for administrative and budgetary purposes, the school follows the Special Educational Needs and Disability Regulations 2014, according to which, children must not be regarded as having a learning difficulty solely because the language or form of language of their home is different from the language in which they will be taught.
- 2.2 Access arrangements: public examinations.
The school follows JCQ regulations governing access arrangements for EAL candidates in public examinations. The school provides, if available in a girl's first language, a bilingual translation dictionary. In exceptional circumstances, following JCQ regulations, a girl may be permitted extra time, up to a maximum of 25%, for the sole purpose of dictionary use. The EAL

teacher and Special Educational Needs Co-ordinator (SENCO) will inform the examinations officer of the access arrangements for each girl.

3 Aims of English as an Additional Language (EAL) tuition:

3.1

- To provide language support for those overseas girls who otherwise would struggle to cope with curriculum subjects.
- To help girls to extend their vocabulary and to improve use of standard grammar and sentence structure.
- To support girls in Years 10 and 11 to enable them to follow IGCSE English and IGCSE English literature.
- To prepare girls for Cambridge ESOL examination

3.2 Aims of English for Academic Purposes (EAP) tuition:

- To help girls in sixth form to become more familiar with the grammatical and syntactical conventions of academic writing and typical vocabulary.
- To prepare sixth form girls for IELTS tests to enable them to study at UK universities. These students may have transferred from Year 11 or be new entrants to the school.
- Girls may occasionally study for a different test such as TOEFL

4 Entry procedure

4.1 Any prospective girl whose first language is not English should provide evidence of their ability in English. This evidence should include a report from the girl's current school. Whenever possible, the girl should visit Kent College for interview and assessment of spoken English.

4.2 The approximate minimum standards for entry are:

- Years 7-9: to be working at lower intermediate level: Common European Frame of Reference (CEFR) level B1. A2 may be acceptable for Y7 entry.
- Years 10-11 to be upper intermediate level: working at or towards CEFR level B2.
- Sixth form to be upper intermediate/advance level: working at CEFR B2/C1.

4.3 Girls are required to complete the school's entrance test in English. This applies whether the girl is applying from overseas or transferring from another school in UK.

- 4.4 If the girl cannot be assessed at Kent College, it may be necessary for the girl to travel to a test centre designated by Kent College.
- 4.5 The girl's level of English will be one factor helping to determine whether or not to offer a place at Kent College.
- 4.6 It is assumed that a girl entering sixth form to study on A2 courses will have a level of English that enables her to meet the course demands. The school reserves the right to advise girls on subject choices. Where the level of English required for a subject is deemed to be too demanding for an individual girl another option will be suggested.
- 4.7 If a place at the school is offered and accepted, parents will be advised of likely EAL tuition needs and charges.

5 Assessment on arrival

- 5.1 When a girl takes up her place at Kent College her EAL tuition needs will be assessed by the EAL specialist. Parents will be informed of the number of lessons proposed.
- 5.2 The number of lessons needed and offered may be subject to change, dependant on the girl's rate of progress.

6 Charging policies for EAL tuition;

- 6.1 Key personnel:
 - Registrar - at point of entry
 - Academic staff: EAL specialist staff, SENCO, Head of English, Deputy Head (Academic).
 - For charging purposes EAL teacher will provide Bursary with clear list of lessons to be charged to parents each term.
- 6.2 The number of lessons per week should be assessed by EAL specialist using entry assessment and information from subject staff when appropriate. The number of lessons should be agreed by SENCO and Deputy Head (Academic).
- 6.3 Parents should be informed in writing (or email) of charges; agreement in writing should be obtained.
- 6.4 Charges for EAL/EAP (English for Academic Purposes) are charged on the basis of nine periods per timetabled lesson per term. Information about charges is on the school website in the fees section.

6.5 Girls may be taught individually, in pairs or in small groups. Charges vary accordingly. Group size is dependent on:

- need / priority
- there being other girls at a compatible level
- timetabling constraints
- staff availability

Category	Charging policy
Lower School	
1) Girls who are assessed, by EAL specialist and subject teachers, to be able to follow the full curriculum but <i>request EAL tuition as additional support.</i>	All lessons to be charged.
2) Girls who are assessed as <i>needing EAL support in order to follow the curriculum.</i>	All lessons to be charged. Exception may be made for girls in Years 7-9 who do not take an MFL [EAL is effectively her MFL]

Category	Charging policy
Middle School	
3) Girls who are assessed as being capable of following GCSE/IGCSE courses [including English] but would benefit from extra EAL support.	There is no charge for these lessons as long as they fall within the timetable. Lessons in addition to a full timetable are chargeable
4) Girls in Key Stage 4 whose language limitations will prevent them from following a standard IGCSE English course. There should be consultation between the English department and EAL teacher. If necessary, girls should be directed towards an alternative EAL qualification; this is usually IGCSE (esl). Such girls should attend main IGCSE English classes for as long as this remains appropriate. <ul style="list-style-type: none"> • For girls in the category above who do not reach a high enough standard to obtain IGCSE English or equivalent by the end of Year 11, sixth form entry will be at the discretion of the school. 	There is no charge for these lessons as long as they fall within the timetable. Lessons in addition to a full timetable are chargeable.
5) Girls who request or require EAL tuition in addition to the curriculum lessons.	All lessons to be charged.

Category	Charging policy
Sixth Form	
6) A girl entering sixth form with GCSE English or equivalent qualification may be advised that she needs EAP support for her A level subjects.	All lessons to be charged.
7) Any girl who enters sixth form without GCSE English or an equivalent university entrance qualification will attend EAP lessons, to focus on English for Academic Purposes and prepare her for the IELTS test. Such lessons will normally be taught in small groups.	All lessons to be charged according to whether lessons are individual, shared or in groups.

7 Missed lessons

- 7.1 Lessons will be charged as per the timetable agreed each term by EAL teacher, SENCO and a member of SLT. The number of lessons may need to change as the term progresses.
- 7.2 If lessons are missed due to illness, these lessons should, whenever possible, be rearranged by mutual agreement between EAL teacher and girl[s].
- 7.3 Girls who miss timetabled EAL lessons because they leave the school before the end of term or who arrive back late will be charged for timetabled lessons.
- 7.4 The only term where this procedure may differ is in the summer term of Y11 and U6 girls. In the summer term of Y11 and Upper 6, EAL lessons will normally cease at the beginning of the girl's study leave. Charges for that term will be amended accordingly. If girls specifically request to continue their lessons, such lessons will be charged.
- 7.5 In all other terms and year groups, girls will be charged according to the timetable at the beginning of term.

8 Parent information

- 8.1 Parents will be told before entry whether girls are likely to need EAL lessons and will be referred to the school website for current charges. They will be asked to complete an EAL form agreeing to pay for necessary lessons.
- 8.2 At the beginning of the academic year [or on entry if a girl arrives at Kent College mid-year] parents will be informed as early as possible of the number of lessons recommended. Parental permission and agreement to charges will be required in writing.

8.3 It will be explained that if a girl's academic achievement is held back by her weak English, there is no option but to agree to these extra lessons.

Agreed by SLT

Approved by Education Committee: September 2009

Reviewed: EAL teacher January 2013

Agreed by SLT: January 2013

Approved by Education Committee: March 2013

Reviewed : EAL Teacher January 2015

Approved by Education Committee: October 2015

Reviewed by Head of Enhanced Learning : September 2018

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