



**St John's**  
School Billericay

# **E. A. L. Policy (English as an Additional Language)**

Date: September 2026  
Those Responsible: Mrs P Lines – Learning Manager

To be reviewed: Annually – September 2027

## **E.A.L. (English as an Additional Language) POLICY**

### **Introduction**

This policy details our arrangements to recognise and meet the needs of pupils who are learning English as an additional language. That is, pupils who have a home language other than English and who are in the process of learning to use English as an additional language, through immersion in the curriculum and the broader life of the school.

Throughout this policy, and in other related policies and documents, these pupils are referred to as 'E.A.L. pupils.'

### **Context**

Our E.A.L. pupils generally come from a small range of ethnic groups, from a range of backgrounds and generally have different linguistic experiences. Some of our E.A.L. pupils arrive in school having had little or no exposure to English language and culture. They generally arrive in our school with some prior experience of school and with some literacy skills in their home language. However, other pupils arrive speaking two languages, though English is not their first language.

### **Aims**

- To be proactive in removing barriers that stand in the way of our E.A.L. pupils' learning and success.
- To meet our responsibilities to our E.A.L. pupils by ensuring their equal access to the curriculum (and other educational opportunities) and the achievement of their educational potential.
- To provide our E.A.L. pupils with a safe, welcoming, nurturing environment where they are accepted, valued, and encouraged to participate.

### **Objectives – School**

- To ensure that all our E.A.L. pupils participate in the life of the school and gain access to appropriately planned and prepared curricular provision.

- To ensure that our E.A.L. pupils attain curriculum levels and public examination grades appropriate to their abilities.
- To seek and make use of appropriate advice, guidance, support, and training.
- To monitor the progress of our E.A.L. pupils' acquisition of English, of their general achievement and of their attainment in public examinations and End of Year assessments.

### **Objectives – Pupils**

- To give E.A.L. pupils the knowledge and skills to use spoken English to communicate with others in a variety of curriculum and social contexts.
- To give E.A.L. pupils the knowledge and skills to use English to understand and produce written texts.
- To give E.A.L. pupils the skills and confidence to use a variety of strategies to enhance understanding and to express meaning clearly.

### **Underlying Principles**

- Our E.A.L. pupils are entitled to opportunities for educational success that are equal to those of our English-speaking pupils.
- E.A.L. pupils are not a homogenous group; their needs vary according to a range of factors. We provide a range of teaching and learning activities to meet curriculum demands and different learning needs/styles. Plans, policies and schemes of work consider the ages, aptitudes and needs of all pupils.
- Well planned, mainstream lessons in appropriately organised classrooms provide the best environment for acquisition of English by E.A.L. pupils.
- The multilingualism of our E.A.L. pupils enrich our school and our community.
- To become fully competent in the use of curriculum/academic English is a long process; pupils require long-term support.
- Having a home language other than English is not a 'learning difficulty'. E.A.L. pupils are not usually placed on Learning Support registers or taught in Learning Support groups unless they have Special Educational Needs.

### **Roles and Responsibilities**

There is a collective responsibility, held by all staff, to identify and remove barriers that stand in the way of our E.A.L. pupils' learning and success.

The Learning Manager is the member of staff responsible for co-ordinating, monitoring and maintaining an overview of this aspect of our school's work.

Responsibilities include:

- Being informed by staff of the identification of any E.A.L pupils.
- Bringing the presence and needs of current E.A.L pupils to the attention of colleagues.
- Responding to requests for information about E.A.L. pupils.

- Ensuring that E.A.L. pupils are integrated into mainstream classes and have full access to the curriculum.
- Maintaining an E.A.L. register.

### **Admitting New Pupils**

We follow the school's usual admission procedures and try to collect and record the following additional information:

- Country of origin
- Date of arrival in U.K.
- Pupil's first language
- Other languages spoken at home/by the pupil.
- Pupil's level of literacy in these languages
- Links with pupils already in school
- Pupil's educational background

We always attempt to contact previous schools. Parents/carers and pupils are taken on a tour of the school and introduced to key personnel. They are provided with appropriate information about the school. Care is taken to ensure we know how to pronounce names and how to address parents and pupils appropriately.

### **Placement in Teaching Groups/Classes**

We recognise that E.A.L. pupils, who may be new to English and to the UK, need continuity and security as they start school. We therefore aim to make an early decision about teaching group/class placement and stick to it, unless we discover the pupil is seriously misplaced.

E.A.L. pupils:

- Have access to the whole curriculum.
- Are taught with their peers.
- Are placed in groups where they will see models of good language and behaviour.
- Are placed in groups with fluent English speakers who will provide them with good language models.
- Are placed in as high a set as possible, i.e., with their intellectual/academic equals.
- Are not automatically placed with Learning Support pupils.
- Are not placed in teaching groups/sets based on standardised reading tests.

The placement of E.A.L. pupils in a lower year group might be considered but we will only do this after careful consideration and negotiation with parents.

### **Teaching and Learning**

We will:

- Plan for and provide appropriate stimuli for language development.

- Encourage E.A.L. pupils to use English by generating opportunities for active participation in lessons.
- Consider our own language use and provide suitable contextual clues for E.A.L. pupils.
- Be aware that our school culture and environment (E.g., teaching, learning, procedures, routines, and practices) may differ from the school culture that our E.A.L. pupils are familiar with.
- If required, plan for and provide specific time for pupils with E.A.L. needs. This may be timetabled and take place in the Learning Enhancement Centre (L.E.C.).
- Be aware that E.A.L. pupils will frequently understand what is being said, well before they have the confidence enough to speak themselves.
- Be aware that an E.A.L. pupil's social language (normally acquired in around 2 years) may be much more advanced than their academic language (which can take 7-10 years to reach native-speaker levels).
- Teach topic/subject relevant vocabulary where appropriate and provide curriculum-related opportunities to develop listening, speaking, reading, and writing skills.
- Provide good language role models for social interaction in learning activities.
- When necessary, provide spoken and written, curriculum-specific, language models for E.A.L. pupils, e.g., writing frames.
- Provide a secure, but intellectually challenging learning environment.
- Support language development through sensitive and informative feedback on grammatical accuracy, social rules of use (formality, politeness, etc) and genre features and characteristics (narrative, reports, etc).
- Promote language and study skills and attitudes that enable E.A.L. pupils to become independent learners.
- Encourage parents/carers participation in E.A.L. pupils' learning.

### **E.A.L. Assessment, Record Keeping and Information Transfer**

The school maintains an E.A.L. pupil register.

All relevant information is disseminated to teaching staff and to other schools, if requested.

**P Lines**  
**Learning Manager**