



Referral process for EAL pupils during Covid-19

Step 1: Identify pupils who require assessment for English as an additional language

- New arrivals (after at least 3 weeks settling in time)
- EAL learners who are causing concern/slow progress
- EAL learners with a suspected additional difficulty/SEND

<https://www.solgrid.org.uk/education/support-services/english-as-an-additional-language/referrals/>



Step 2: Complete a referral form (download from the link above) for pupils requiring assessment. These should be completed in full and require a signature from both school and parents. If possible, have a meeting with parents or a phone call/zoom/teams to get as much information as possible. Return the completed referral form to Nicola Nicola.hunter@solihull.gov.uk to process. Incomplete forms will be returned.



Step 3: On receipt of a completed referral form, the Service will send you an assessment pack to be completed. This consists of

- New Solihull Assessment activities to be completed in school
- Observation checklist to be completed in school
- Profile of Competence to be filled in by class teacher (or English teacher in secondary schools)
- Additional information form **to be completed by parents**

Please provide as much information as possible. Once these activities are completed please return them to Nicola.



Step 4: On receipt of the completed assessment activities, a member of the team will complete an EAL report which will include information about the pupil's current level of English across all areas of language as well as advice and strategies for support. We strongly recommend that staff also consult the Solihull Tracker document for further advice and strategies. <https://www.solgrid.org.uk/education/support-services/english-as-an-additional-language/assessment/>. We will arrange a follow up via teams or phone call, usually around 4-6 weeks after the report has been written.



Step 5 : Pupil progress should be reviewed termly by staff and the Profile of Competence updated accordingly. School should be able to generate new strategies and targets using the Solihull Tracker document. The EAL Service will follow up via phone/teams where appropriate and in cases where there are additional needs and causes for concerns we may visit schools to assess children individually.