

Reviewed January 2026

Admissions Procedure if a Child is Known or Believed to be Bilingual



Prior to Admissions Meeting

1. Ask if parent requires interpreter service (multilinguadevon.co.uk is one option; some families may have a case worker from Torbay Council who will have access to translation services). This can be carried out over a phone, using the loudspeaker option.
2. Set date of meeting. Invite member of EAL support staff or Phase leaders. Use a translator or google translate.

Admissions Meeting

1. Parents given translated information on 'Helping children learn: guidance for parents of children learning English as an additional language' and 'About the English education system – primary schools' (both titles downloadable from The Bell Foundation) where available. Parents are also given a leaflet reinforcing the message that maintenance of the home language is essential (leaflets stored by Essex County Council; stored on the school's EAL drive). It is useful to have a copy of the documents in English to refer to during the meeting.
2. During meeting, EAL staff takes student for tour of school and forms a general impression of language ability (more detailed assessment at a later date, in the first 2 weeks of enrolment). Any formal assessment is unlikely to be accurate at this stage.
3. If child is believed to be operating in Bands A-C, start date should be Wednesday or Thursday of the following week, to reduce the language burden on the child in the first week
4. Photograph of pupil to be taken at admissions meeting. This photograph to be displayed on the IWB on the first morning, along with 'Welcome' in their home language. The class should be taught the greeting in the child's first language.

Prior to Commencement at School

The pupil's new class is taught to say 'welcome' in their new classmate's first language.

Buddies are carefully selected, with the following criteria: sharing the first language if possible, providing a good model of spoken English, patient and willing to persevere with communication.

First Day

Pupil issued with picture cards to aid basic communication and essential survival in the first few days. Phrases include 'I need the toilet', 'I'm thirsty', 'I'm lost' and 'Can you help me?'

Photograph displayed on IWB and Buddies introduced

Pupils given access to a tablet computer to aid communication, if literate in first language (if appropriate/ possible)