

Provision for new arrivals: additional information

Admission

The LA admissions team often has limited information about whether a pupil has a first language other than English and what their level of English is, but will know if the family has come from abroad. The application form which the admissions team send to the school will show that the child has come from abroad, and it is then up to the school to find out further information. For in-year admissions, the admissions team recommend a start date that gives the school time to meet with the family and to prepare for admitting the child.

Meeting with parents

- Ask parents to bring in any reports, school texts and exercise books from the pupil's previous school.
- Advise parents that the pupil may bring reading books in the first language to school.
- Let parents know that teachers will communicate regularly with them through a home-school links book to inform them how the child may be supported at home. (*See 'Involving parents'*)
- Ensure that parents are aware of the benefits of being bilingual, and explain that maintaining and developing the first language will help their child to learn English and to make good progress at school. (*See 'Useful websites and publications' for resources to support this*)
- Provide an **induction pack** for the admission of bilingual pupils. It could include:
 - information about the English school system (*See the document 'Parents-Answers to questions about education in England'*)
 - a plan of the school
 - an outline of the school day/ visual timetable
 - the homework system and how to support their children at home
 - calendar of term dates
 - who to contact to get information about their children's work and progress, and if they have any concerns
 - uniform or dress requirements with a labelled diagram and suppliers
 - lunch arrangements and a sample lunch menu, and information about free school meals
 - information about the local public library with map
 - Mantra Lingua publishes software which can be used to personalise a school welcome booklet in different languages.

Resources for the pupil

- Provide pupils with a bilingual dictionary and dual language story books. These can be purchased from Mantra Lingua. If your school has access to the Education Library Service, resources may be requested on loan.
- Provide pupils with an indexed 'word book' for noting down key words and definitions (or translations if the child knows the word in their first language). (Definitions could be written in English or in the first language, or the child could draw a picture to remind them of the meaning of the word).