



## **Enrolment Guidelines Policy for New Arrivals in the Shepparton Network of Schools Shepparton English Language Centre**

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### **Vision Statement:**

At the Shepparton English Language Centre (SELC), we value our culturally diverse community and take pride in our role to provide Intensive English Language Tuition to all new arrival EAL students. The Language Centre curriculum prepares students to access and actively engage in continuing education, future employment and local society.

### **Rationale:**

The Shepparton Network of Schools will provide a consistent enrolment policy for all new arrival EAL (English as an Additional Language) students to ensure that this cohort accesses an intensive, high quality English Language Program from an English Language Centre within the first six months of arrival in Australia.

### **EAL students and Intensive English Language Tuition:**

Students who are from non-English speaking backgrounds and have not yet attained sufficient English competency to participate fully in a mainstream setting are deemed eligible for the Intensive English Language Program at the Shepparton English Language Centre (SELC) funded by the Department of Education and Training.

Visa codes determine the duration of tuition, ranging from 6-12 months.

The Shepparton English Language Centre will transition to a Census Campus of St Georges Road Primary School. Both Primary and Secondary students in the local area will attend the SELC Campus at Hayes Street full time.

Prep/Foundation aged students are eligible for this program if they have been in Australia for less than 18 months. Students who have attended an Intensive English Language Program and then returned to live overseas again for an extended period of time may be eligible on return to Australia. Please see the Appendix attached to this document.

### **Aim:**

To ensure all newly arrived school-aged students to the Shepparton Network of Schools have access to an Intensive English Language Program prior to commencing studies in a mainstream school.



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### **Implementation:**

- All students from a non-English speaking background who present for enrolment at a mainstream school and have been in Australia for 12 months or less are to be directed to the Shepparton English Language Centre for evaluation and possible enrolment.
- SELC staff will conduct a new arrivals assessment on the student (covering Speaking and Listening, Reading and Writing) and evaluate their proficiency according to the EAL Developmental Continuum.
- If assessment indicates the need to access an Intensive English Language Program the SELC Co-ordinator will enrol the students in the campus.
- Following the Language Program at SELC a transition and enrolment processes will be initiated and co-ordinated by the SELC Transition Co-ordinator three months prior to a student's exit date.
- SELC will provide the mainstream school with an updated enrolment form and copies of accompanying documentation such as Immicards, Visas and immunisation certificates.
- Schools will also receive a Transition Report highlighting the student's English capabilities and an active Individual Learning Plan.
- If the new arrival EAL student displays a high level of English proficiency and it is deemed time at the Language Centre would not be necessary the SELC Co-ordinator will contact the nearest mainstream school to advise our recommendation. An enrolment meeting with the mainstream school will then be arranged for the student and their family.

### **Evaluation:**

- This policy will be reviewed after the first year of the Shepparton English Language Centre operating as a census campus and taking enrolments directly.

### **Ratification:**

- This policy was last ratified by School Council in...

September 2018

### **Appendices:**

Intensive English Language Programs in Victorian Government Schools  
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## Intensive English Language Programs in Victorian Government Schools

### PURPOSE AND AUDIENCE

Within the Victorian Government school system, newly arrived EAL students may access an intensive English language program provided by either:

- an English language school (face-to-face, outpost or visiting)
- an English language centre (face-to-face, outpost or visiting), or
- the Victorian School of Languages (Virtual EAL New Arrivals Program).

This document provides the operational policies and guidelines to support English language schools and centres, the Victorian School of Languages and mainstream schools that host campuses, outposts or visiting programs to deliver those programs in 2017. Its audience is leaders and staff of those programs and Department of Education and Training staff.

### STUDENT ELIGIBILITY

The eligibility criteria for students to enrol in intensive English language programs are published on the Department's

web page [Newly arrived students](#), as follows:

To be eligible for an intensive English language program provided by an English language school or centre, or through the Virtual EAL New Arrivals Program, students must:

- hold a visa that entitles them to enrol in a Victorian government school and attract SRP funding
- speak a language other than English as their main language at home
- have proficiency in English that is determined, at the local level by a school or English language school, to require intensive assistance to enable them to participate fully in mainstream classroom programs
- begin at an English language school or centre or the Virtual EAL New Arrivals Program
  - o within 18 months of arrival in Australia if entering the first year of primary schooling
  - o within six months of arrival in Australia if entering any other year of schooling
- at the time of enrolling in an English language school or centre or the Virtual EAL New Arrivals Program, be undertaking or intending to undertake primary or secondary education at a Victorian government school as soon as practicable after completing the course.

A student who has previously been enrolled in an intensive English language program in an English language school or centre is eligible to re-enrol only when the student:

- was enrolled in and attended a new arrivals program in the first instance for a minimum of one term
- has been absent for a period of two or more years
- during the period of absence was not resident in Australia, in education in another state or territory of Australia, or enrolled in education where English was the medium of instruction.

Where a student does not meet the criteria and an ELS Principal or ELC Coordinator considers there are extenuating circumstances to support the student's enrolment in a new arrivals program, the Principal or Coordinator should contact the Manager, EALM Unit, requesting an exemption from the criteria for the student.

### LENGTH OF STAY

Students who meet the eligibility criteria are able to access intensive EAL tuition for between six and twelve months (between two and four school terms). The standard length of stay in a program for a student from a migrant background who arrives with equivalent education is six months. The standard length of stay for a student from a refugee or asylum seeker background with interrupted or no schooling is twelve months.