



English as an Additional Language Policy

Related Documents Include:

- Schemes of Work for Individual Courses
- Course Overviews for Individual Courses
- Teacher Development Policy
- Examinations Policy

Monitoring and Review

- This policy will be subject to continuous monitoring, refinement and audit by the Principal.
- The Principal will undertake a formal annual review of this policy for the purpose of monitoring and of the efficiency with which the related duties have been discharged, by no later than one year from the date shown below, or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.
- The next official date for review is **December 2026**

Introduction

As the majority of our students have English as an additional language, English lessons incorporated into their timetable. The amount of English language support depends on the course but, as a guide:

G

This is usually a group for younger, lower language level students. These students typically receive fifteen English lessons per week.

G1

This is usually a group for students typically aged 14 – 15, but with a higher level of English. These students, as a rule, receive eleven English lessons per week.

G2

This is the one-year GCSE course. These students receive six English classes per week. There are usually two groups, one for the students with a higher language level, and one for those that require more support.

AS

This is the first year of A-Levels. These students receive six English classes per week. There are usually two groups, one for the students with a higher language level, and one for those who require more support.

A2

This is the second year of A-Levels. These students receive six English classes per week and are often mixed with the Foundation groups as both groups need to prepare for their IELTS examination.

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Foundation

This is a one-year pre-university course. These students receive six English classes per week. There are always two groups, one for the students with a higher language level, and one for those who require more support.

Examinations and Academic English

The focus of the lessons depends on the level of the students and the course aim, but we aim to ensure that students sit a Cambridge exam at the end of their course.

- For G and G1 this is usually the Trinity ESE/Cambridge PET or the IGCSE EAL examination.
- AS, A2 and Foundation students work towards the IELTS as they will require this for their UCAS offer.
- G2 work towards the CIE IGCSE ESL examination.

There is also a strong element of academic English throughout the courses, particularly from G2 upwards when students are required to write essay style questions in their other subjects.

UK Visa and Immigration IELTS Requirements below Degree Level

Students over the age of 18 require an IELTS Examination score. If applying to study a course below degree level, students must have the equivalent of level B1 of the Common European Framework of References for English language. Prior to the Visa application, an IELTS score of at least 4.0 (B1) in all four components (Reading, Writing, Speaking and Listening) is required for students over the age of 18, or studying on a Foundation Course (this will be verified by the College before a CAS is issued).

Teacher Training

In addition to the above our academic teachers are aware of the importance of adapting their teaching style to consider students who are studying in a second language. Teachers also receive ongoing training in this area through regular observations by the DOS(EFL), Academic Director of Academic Studies, and possibly the Principal, as well as peer observations and whole school workshops. Of great importance is the handling of new vocabulary – both subject-specific technical words and regular English words that a student has not encountered before and does not know the meaning of. A protocol for handling subject vocabulary is provided to staff and a policy covering this has been written. An effective means of increasing a student's vocabulary is key to their understanding and application of a subject in life. Without this understanding, students are merely memorising things so that they can pass examinations. In the end, that is not a very useful thing to do.

Students Who Require Additional Support

All students whose first language is not English are timetabled for Additional English classes with English Department staff. The purpose of this is to assist them in rapidly expanding their vocabulary in regular English but also in the subjects that they are studying. If a student is struggling with their course due to their language level, additional support is provided – sometimes one-to-one – with English Department staff. Alternatively, private lessons can be arranged.

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