

EL2**English as an Additional Language or Dialect - INSTRUCTIONS****TO BE COMPLETED BY ALL PUBLIC & INDEPENDENT PUBLIC SCHOOLS
IN WESTERN AUSTRALIA**

Only students who require English as an Additional Language or Dialect (EAL/D) assistance should be included in the EL2.

Check and update the details and EAL/D stages of the EAL/D students enrolled at your school prior to **5 August 2011**. Any missing data will result in error messages and incomplete reports.

It is recommended that the Principal and EAL/D Teacher retain a copy of the EL2 form for his/her records.

The EAL/D student data will be extracted automatically using the Department's extract routine provided that the information entered onto the school management system is accurate and complete.

EXPLANATORY NOTES

1. Students who require EAL/D assistance are those in the early stages of learning Standard Australian English as an additional language/dialect. Please refer to EAL/D stages overpage.
2. It is vital to include the three digit visa subclass number, which is written on each student's enrolment form. If this has not been recorded, you may need to use the ONCALL Language Services by telephoning (08) 9225 7700 to contact parents/caregivers to obtain the visa number. If the student was born in Australia, please record this in the country of birth and visa subclass columns by entering "Australian Citizen" (AC). The Department of Education Enrolment Policy (*Effective 4 November 2008*) lists the visa subclass numbers of students eligible to be enrolled in government schools and/or Intensive English Centres (IEC). The Enrolment Policy is accessible on the Department's website at: <http://policies.det.wa.edu.au/>.
3. Ensure that the date of arrival in Australia is recorded for all students born overseas. Re-entry dates for Australian Citizens who have resided overseas need to be recorded.
4. Indicate those students who are enrolled in an IEC by checking the IEC UDI. (User defined information field).
5. LIMITED SCHOOLING BACKGROUND* This definition applies to all students currently enrolled. Limited Schooling Background students are those students entering Year 1 or above within six months of arrival and holding refugee and humanitarian visa subclass numbers: 200, 201, 202, 203, 204, 866, 447, 448, 449, 451, 785 or 786. Please refer to EAL/D stages overpage.
6. Please ensure that the students enrolled at your school have not been included in another school's census return. Students who attend more than one school should only be counted by one school.
7. An FAQ sheet is available to assist schools in completing the Census. The FAQ sheet and EL2 instructions are also available online at:
<http://www.det.wa.edu.au/curriculumsupport/primary/detcms/portal/>

For any further queries concerning EAL/D Census information contact the Curriculum Officer EAL/D Resources. Ph: 9383 1122

EAL/D STAGES

An EAL/D stage needs to be recorded for all students who require EAL/D assistance as this is necessary to generate EAL/D census data. The EAL/D stage box is found on SIS under the Additional Information screen for each student.

EAL/D stages need to be entered correctly according to the time definitions given below.

EAL/D stages need to be updated at each census and deleted when no longer applicable.

Stage 1

- Students who have been in Australia less than a year and have enrolled within six months of arrival.
- Students who have a limited schooling background* and are within the first two years of schooling in Australia.
- Students who are entering their first year of compulsory schooling, either born in Australia or born overseas (this includes children who have attended pre-primary).
- Students who are enrolled in kindergarten or pre-primary and require EAL/D assistance.

Stage 2

- Students in primary schools who are in their second year of compulsory education in Australia.
- Students in secondary schools who are in their second or third year of compulsory education in Australia.
- Students who have a limited schooling background* and who are in their third year of primary or third and fourth year of secondary education in Australia.

Stage 3

- Students who still require EAL/D assistance after two years of primary or three years of secondary education in Australia.
- Students who have a limited schooling background* and still require EAL/D assistance after three years of primary or four years of secondary education in Australia.

* Please ensure that the Limited Schooling box is ticked where applicable to assist with the educational planning and provision for these students across the state.

Refer to the *EAL/D Progress Map* for additional information regarding assessment, planning and monitoring of EAL/D students. As a guide, students who require EAL/D assistance will be assessed at Progress Map levels 1-2 in stage 1; levels 3-5 in stage 2 and for those students who require additional support, levels 2-5 in stage 3.