



## Eligibility for enrolment in Year 12 English as an Additional Language or Dialect (EAL/D) – Information sheet

### 1. General information

The EAL/D course is available to students who speak English as an additional language or dialect, and whose use of Standard Australian English (SAE) is restricted. EAL/D eligibility criteria only apply to the Year 12 period of enrolment.

Schools are advised to plan a two-year English pathway (English, English Literature, English as an Additional Language or Dialect) post-Year 10 for all students after considering: the WACE requirements, their individual language development and the EAL/D eligibility criteria for Year 12.

### 2. Eligibility applications

Enrolment into a Year 12 EAL/D course cannot occur without eligibility approval. Schools are advised to collect documentation supporting EAL/D eligibility applications at the time of initial student enrolment in the school. EAL/D eligibility status is determined on a case-by-case basis.

**Final-year (typically Year 12) students must meet one of the specific eligibility criteria for the EAL/D course. These are outlined in the application forms. There are two categories of forms, ATAR EAL/D and General and Foundation EAL/D:**

Who	Criteria	Application forms			Enrolment
<b>Students applying for ATAR EAL/D</b>	Students who are applying to study ATAR EAL/D must be final-year students whose first language is not English and have not been residents in Australia or another predominantly English speaking country for a total period of more than seven years prior to 1 January of Year 12, and English has not been the main medium of communication and/or course delivery in their schools for a total period of more than seven years prior to Year 12.	<b>Form 1 – ATAR EAL/D</b> For EAL students applying within Australia	<b>Form 2 – ATAR EAL/D</b> For Aboriginal, Torres Strait Islander, Cocos and Christmas Island students	<b>Form 3 – ATAR EAL/D</b> For students applying outside of Australia	On approval, students are eligible to enrol in <b>ATAR, General and Foundation EAL/D</b>
<b>Students applying for General and Foundation EAL/D</b>	Students who are applying to study General and Foundation EAL/D must be final-year students whose first language is <b>not</b> English <b>and have not been residents in Australia or another predominantly English speaking country for a total period of more than seven years prior to 1 January of Year 12.</b> If a student is over this time requirement and has <b>not</b> yet acquired a level of English that will allow them to engage with any other English course, he/she may be eligible for General and Foundation EAL/D if his/her application is endorsed by a teacher that the student has not yet attained Level 5 on the EAL/D Late Adolescence Progress Map.*	<b>Form 4 – General and Foundation EAL/D</b> For all students			On approval, students are eligible to enrol in <b>General and Foundation EAL/D</b>

\*NB: This is not the only criterion; there are additional criteria according to which students may apply for General and Foundation EAL/D.

Note:

1. The most current application forms, available on the School Curriculum and Standards Authority (the Authority) website, must be submitted.
2. It is the school's responsibility to ensure that each application submitted through the school is fully and accurately completed by the student. Students must submit all required documentation and attach it to their form.
3. Non-final year students intending to study the Year 12 course must submit applications for eligibility and have them approved before they will be permitted to sit the ATAR course examination.

**Teachers and principals must endorse the student's application before it is submitted. The application should not be endorsed unless all the documentation has been included. If all the relevant documentation is not attached, the application will not be processed.**

**Students must read the application form carefully to ensure that they attach the relevant required documentation, such as:**

- photocopies of passport showing:
  1. photograph
  2. dates of entry to Australia or other English-speaking countries (if necessary) OR an International Movement Record
- copies of school reports or letters from schools indicating (a) achievement in English and (b) proof of language of instruction, i.e. English/Other/Combination.

### **3. Sending applications via email**

Schools are requested to please use the email address: [eald@scsa.wa.edu.au](mailto:eald@scsa.wa.edu.au) for the forwarding of EAL/D eligibility applications to the Authority via email.

Note:

- The attachment limit for emails sent to the Authority is approximately 7MB. Emails with attachment size over the limit will not be delivered. Schools are advised to segment attachments over 7MB into a series of smaller emails or may choose an alternative method of delivery.
- Schools will be sent an automated response confirming successful arrival of emails sent to [eald@scsa.wa.edu.au](mailto:eald@scsa.wa.edu.au)

### **4. Notification reports in SIRS for schools**

To find out information regarding the outcome of a student/s application/s, schools can generate the following two reports:

#### **CSE198**

This report will show, for each school which students have been found eligible, ineligible and require more action to process their application.

**Got to:** Reports => Other Reports => (Report Type) Enrolments => (Report) CSE198 – ELD Eligibility Report

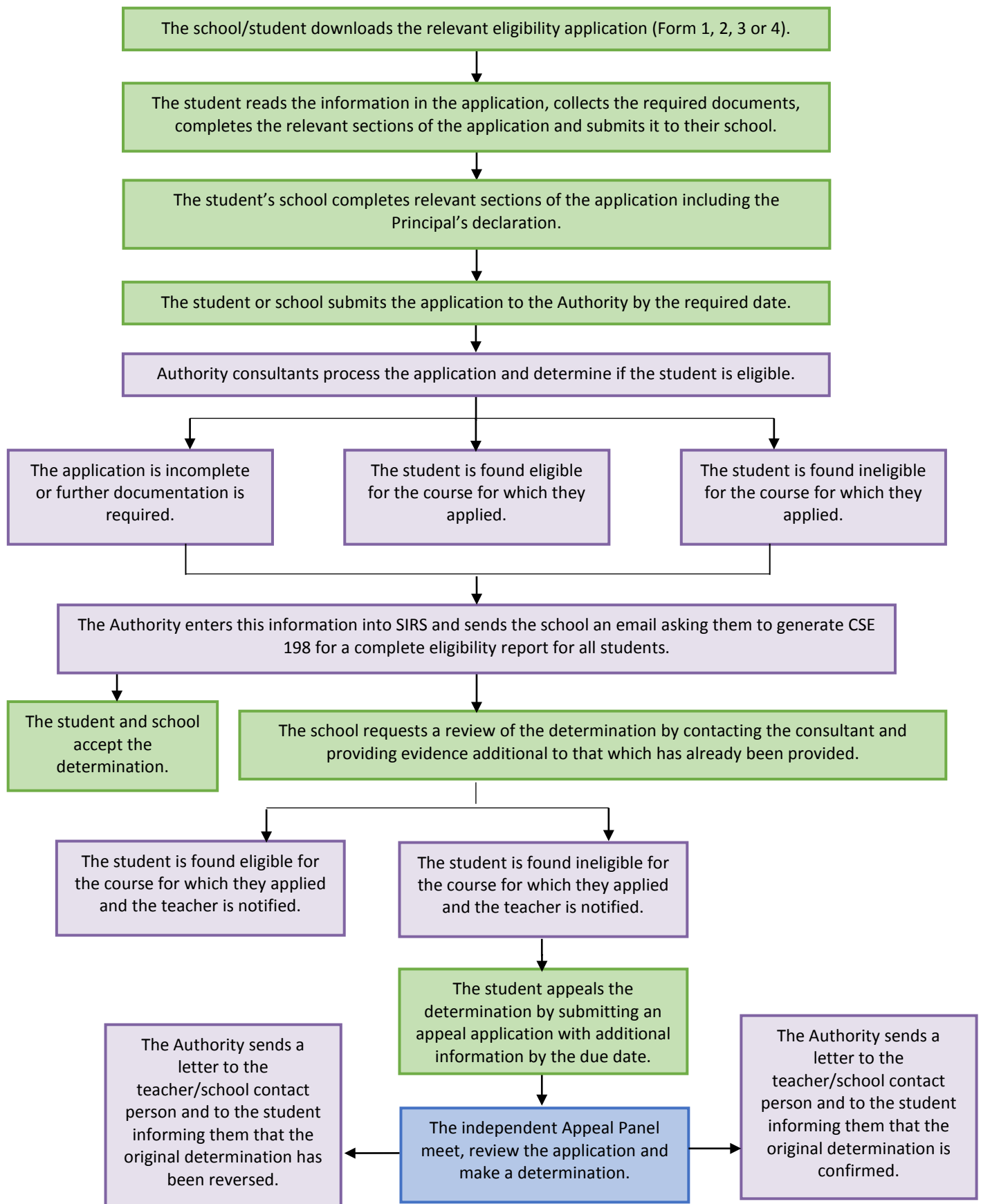
#### **CSE197**

This report will show, for each school, which students have been found eligible and have been enrolled into EAL/D by the school.

**Got to:** Reports => Other Reports => (Report Type) Enrolments => (Report) CSE197 – Check Enrolments vs Eligibility

For more information about the notification process in SIRS, please see: *Information sheet – EAL/D Eligibility Notifications in SIRS.*

## 5. Overview of EAL/D application, review and appeal process



## **6. Timeline for application processing**

Schools should allow approximately five working days during March and August and three working days at other times of the year for applications to be processed once they are received by the Authority. Reports can then be generated as many times as required by the school.

**Please note that approved eligibility does not constitute an enrolment. Enrolments need to be completed through the usual process.**

## **7. Process for application, review and appeal**

### **Application process**

1. Schools and students are informed of the criteria for determining English as an Additional Language or Dialect (EAL/D) eligibility and of the dates of submission of applications through published documentation (11to12 Circular, Data Procedures Manual, Information sheet and Application for eligibility for English as an Additional Language or Dialect forms, available on the EAL/D course page) by the School Curriculum and Standards Authority.
2. The student completes and submits through their school the EAL/D eligibility application form for permission from the Authority to enrol in the course and to sit the examinations as a Year 12 student.
3. The teacher and school principal complete the Teacher and the Principal's declarations section of the application.
4. Authority officers consider the application and make a determination based on the published criteria and the evidence provided.
5. The school prints CSE198 in SIRS for a summary of the eligibility status of their students.

### **Review process**


1. Students deemed not eligible for EAL/D in Year 12 may request a review of their application by contacting the relevant Authority officer to confirm what additional evidence is required. Additional evidence could include:
  - a) Additional evidence relating to the student's residential history must be supported by copies of passport pages containing visas and dates of entry or exit.
  - b) Additional evidence relating to the student's educational history must include details of all schools attended, the language(s) of instruction and school reports. A letter from the relevant school(s) may be required. This letter, signed by the school administration, must make clear whether that school's main medium of instruction is English (and/or was English during the student's tuition), the percentage of instruction in English and whether that English is standard English or a dialect.
2. The student application is reviewed and the additional evidence is considered.
3. Schools are informed of the Authority's determination.

## Appeal process

1. Students deemed not eligible after the review process may apply to appeal the decision, by requesting an Application for Appeal against English as an Additional Language or Dialect Language Eligibility Decision form. A fee of \$17.00 (inclusive of GST) is required. Additional evidence or argument in response to the review finding must be provided with the application. Appeal forms must be received by the Authority **at least one week prior to the convening of the Appeal Panel. Please contact the Authority to find out when the exact due date is.** Should eligibility be granted following the appeal, the fee is refunded.
2. A record of the Appeal Panel's decision is prepared for the approval of the Chair of the panel. Students are informed in writing of the Appeal panel's determination.
3. The Chief Executive Officer of the School Curriculum and Standards Authority is responsible for ensuring procedural fairness.
4. The relevant Authority officer is advised of the Appeal Panel's decision and ensures that the eligibility status is correctly recorded.

If sending eligibility applications via email, please use the address: [eald@scsa.wa.edu.au](mailto:eald@scsa.wa.edu.au)


Louise Dodman

 (08) 9273 6351

Principal Consultant, English as an Additional Language or Dialect

 [louise.dodman@scsa.wa.edu.au](mailto:louise.dodman@scsa.wa.edu.au)

Anne Henderson

 (08) 9273 6351

Administrative Assistant, English as an Additional Language or Dialect Eligibility

 [anne.henderson@scsa.wa.edu.au](mailto:anne.henderson@scsa.wa.edu.au)