



English as an Additional Language or Dialect (EAL/D) eligibility process - 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.

There are two purposes for the EAL/D eligibility process. The first is for enrolment into Year 12 EAL/D courses and the second is for the granting of an extra 10 minutes to complete the reading, writing and numeracy components of the Online Literacy and Numeracy Assessment (OLNA).

2. Eligibility applications

Enrolment into EAL/D as a Year 12 student cannot occur without eligibility approval. For a student to gain approval to enrol, the appropriate eligibility application must be completed and submitted to the Authority, along with the required supporting documentation. EAL/D eligibility status is determined on a case-by-case basis.

Whilst eligibility for EAL/D is only required for students enrolling in Year 12 courses, schools are advised to collect documentation supporting EAL/D eligibility applications at the time of initial student enrolment in the school. Schools may submit students' eligibility applications from the time that students are in Year 10 if they wish to determine the appropriate pathway for their students.

Any student who has not finalised their EAL/D eligibility by the time of the Year 12 enrolment deadline, as published in the WACE Activities Schedule for that year, will not be able to enrol in a Year 12 EAL/D course for that year.

3. Extra time for OLNA

Students who are registered as eligible to be enrolled in a Year 12 EAL/D course will be granted an extra ten minutes to complete the reading, writing and numeracy components of the OLNA.

Students must complete and submit an eligibility application for EAL/D by the published deadlines in order to be approved in time for the OLNA tests. Students are not required to subsequently enrol in a Year 12 EAL/D course, however they must have been found eligible in order to be granted the extra time.

Please note that students do not need to submit two applications if they wish to apply for both course enrolment and extra OLNA time. The submission of a single application is sufficient for both of these purposes.

4. Application types and information

Students who are applying for eligibility must meet one of the specific criteria which are outlined in the application forms. There are two categories of forms:

- ATAR – students found eligible can enrol in ATAR, General or Foundation EAL/D
- General and Foundation EAL/D - students found eligible can enrol in General or Foundation EAL/D ONLY

Who	Criteria	Application forms			Enrolment
Students applying for ATAR EAL/D	For students: <ul style="list-style-type: none"> • whose first language is not English • who will not have resided in Australia or another predominantly English speaking country for a total period of more than seven years prior to 1 January of the year the student will be in Year 12 • who have been enrolled at schools where English has not been the main medium of course delivery for a total period of more than seven years prior to the year the student will be in Year 12. 	Form 1 – ATAR EAL/D For students applying to study within Australia	Form 2 – ATAR EAL/D For Aboriginal, Torres Strait Islander, Cocos and Christmas Island students	Form 3 – ATAR EAL/D For students applying to study outside of Australia	On approval, students can enrol in ATAR, General and Foundation EAL/D
Students applying for General and Foundation EAL/D	For students: <ul style="list-style-type: none"> • whose first language is not English • who will not have been residents in Australia or another predominantly English speaking country for a total period of more than seven years prior to 1 January of the year the students will be in Year 12. • who will have been residents of Australia or another predominantly English speaking country for a total period of more than seven years prior to 1 January of the year the students will be in Year 12, but who have not yet attained Level 5 on the EAL/D Late Adolescence Progress Map.* 	Form 4 – General and Foundation EAL/D For all students			On approval, students can enrol in General and Foundation EAL/D

*NB: This requires teacher endorsement.

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 personal details and photograph
- proof of dates of entry to Australia or other English-speaking countries
- copies of school reports or letters from schools indicating (a) achievement in English and (b) proof of language of delivery, i.e. English/other/combination

5. Sending applications via email

Schools are requested to please use the email address: 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

6. 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

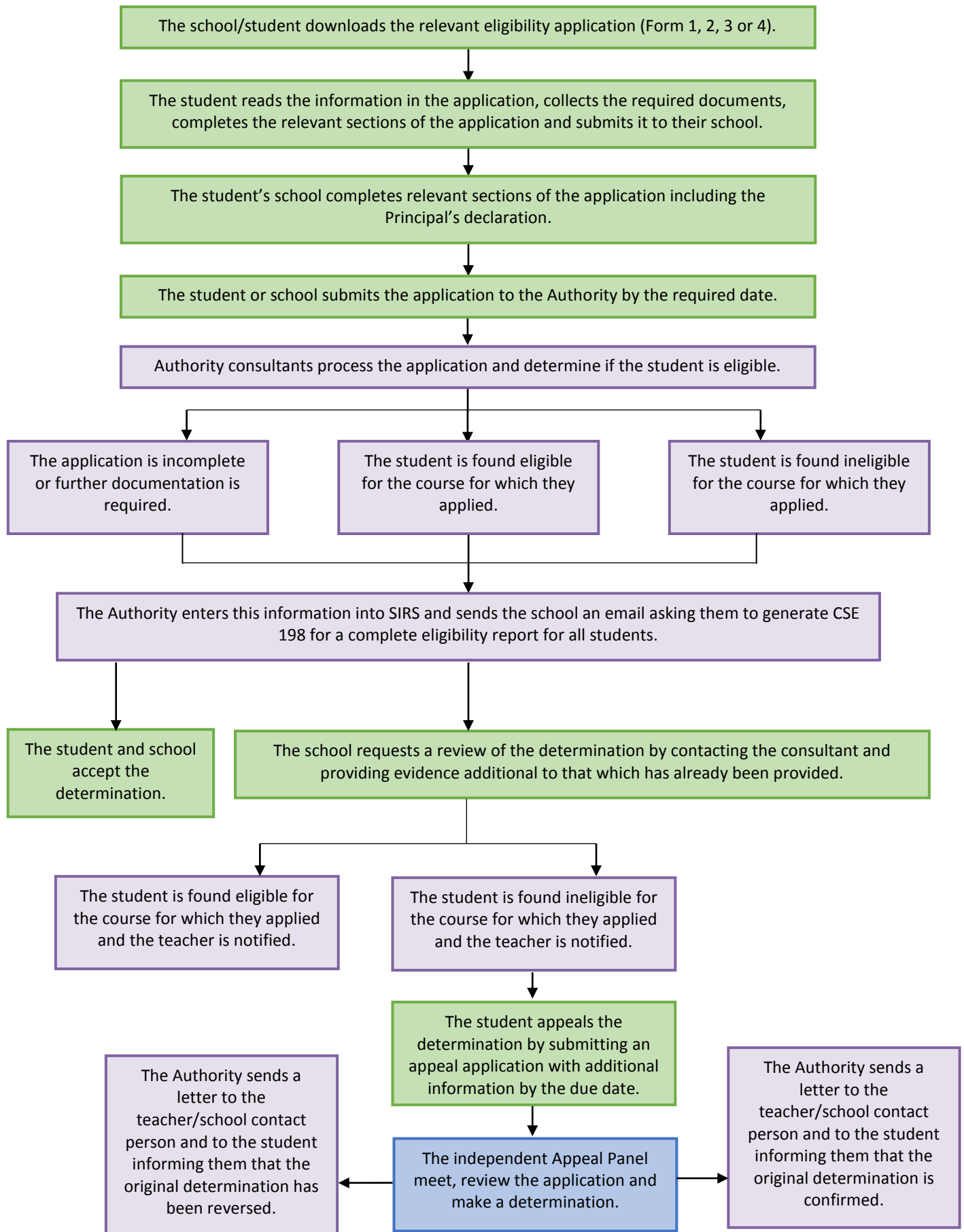
This report will show, for each school, which students have been found eligible and have been enrolled into EAL/D by the school.

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*.

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

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



8. 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 appropriate EAL/D eligibility application form.
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 to enrol in 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) international movement records or copies of passport pages containing visas and dates of entry or exit
 - b) a letter from the relevant school(s), signed by the school administration, making it clear whether the school's main medium of delivery 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 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

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