

KAIKORAI VALLEY COLLEGE



MIGRANT AND ARABIC SPEAKING STUDENTS ENROLMENT AT KVC PROCEDURE

RATIONALE:

Over the past 18 months the number of migrant or Arabic speaking students enrolling at KVC has increased and there is now becoming a significant number at the school. These students often come with significant learning needs around the English language and some have had very little schooling in the past.

We want to ensure that their transition to life at KVC is as smooth as possible and gives every opportunity for success.

Below are some guidelines/process of how migrant or former refugee students are to be dealt with in the initial steps of enrolment and transition to KVC.

LSC = Learning Support Coordinator, ESOL = HOD of English as a Second Language Dept,
SENCO = Special Education Needs' Coordinator

GUIDELINES: *Migrant students*

1. The principal, relevant AP/DP, LSC and Dean will conduct an enrolment meeting.
2. The ethnicity, first language and other relevant details will be recorded on EDGE
3. The enrolment and details from 2 above will be flagged immediately to the ESOL department (dept) and LSC/SENCO.
4. The ESOL Dept will carry out assessments to determine the level of support needed in a timely manner.
5. The ESOL dept will then discuss with the LSC/SENCO next steps.
6. If funding is required the ESOL dept will complete the funding application.
7. The LSC/SENCO will monitor progress and decide if/when a reassessment is required.

GUIDELINES: *Former refugee students*

1. The following people will form the team to be present at the point of enrolment principal, relevant AP/DP ESOL, LSC, Translator/Liaison person and Red Cross representative.
2. The ethnicity, first language and other relevant details will be recorded on EDGE.
3. The point of contact for families/whānau and outside agencies will be the LSC.
4. The ESOL Dept will carry out assessments to determine the level of support needed with some urgency.
5. An English language funding application is completed by the ESOL dept.
6. A flexible funding application is made by the ESOL dept and LSC
7. ESOL/LSC will determine Teacher Aide hours required
8. The ESOL dept will timetable ESOL classes. Year 7 to 10 students will do foundation level ESOL with senior students for at least one year.
9. Deans will timetable students with the ESOL dept.
10. Student progress will be monitored by ESOL dept and reassessment carried out in a timely manner. This will be reported to LSC.

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| Date Reviewed and adopted by the Board | 26 February 2020 |
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