



English as an Additional Language or Dialect (EAL/D) – Information sheet

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.

English as an Additional Language or Dialect (EAL/D) eligibility process for Year 12 enrolment

1. Year 12 ATAR EAL/D students

A Year 12 student can only enrol into the ATAR EAL/D course with eligibility approval by the School Curriculum and Standards Authority (the Authority). For a student to gain approval to enrol, the appropriate eligibility application must be completed (Form 1, 2 or 3) and submitted to the Authority, along with the required supporting documentation, by the published date. A student's EAL/D eligibility status is determined by the Authority on a case-by-case basis.

While eligibility for EAL/D is only required for students enrolling in the Year 12 ATAR course, 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' EAL/D 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 had their EAL/D eligibility finalised by the time of the Year 12 enrolment deadline, as published in the *Activities Schedule* for that year, will not be able to enrol in the Year 12 ATAR EAL/D course for that year.

2. Year 12 General and Foundation EAL/D students

A Year 12 student can enrol into General and Foundation EAL/D courses with eligibility approval by the school principal. For a student to be approved, the school must complete and file the required documentation (Form 4) and supporting evidence. Schools must be prepared to submit this documentation and evidence when required by the Authority.

Extra time for the Online Literacy and Numeracy Assessment (OLNA) for EAL/D students

The Authority allocates an extra 10 minutes to the completion time of the OLNA for EAL/D students.

1. ATAR EAL/D students

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

2. Year 12 General and Foundation EAL/D students

Where an EAL/D student is identified in a school, the principal must complete and file the required documentation and supporting evidence. Schools must be prepared to submit this documentation and evidence when requested by the Authority. The notification of the EAL/D status of students to

the Authority for the allocation of the extra 10 minutes needs to be entered by the principal through the OLNA dashboard under the EAL/D tab.

The time adjustment will be applied to all OLNA tests completed by the student in that calendar year, therefore, this process needs to be completed for each EAL/D student every calendar year that the student is sitting the OLNA. Schools must advise the Authority of any student needing the time adjustment by the published date.

All of the applications, forms and the most current submission dates are published on the EAL/D course page of the Authority website: <https://senior-secondary.scsa.wa.edu.au/syllabus-and-support-materials/english/english-as-an-additional-language-or-dialect>.

Applications for Year 12 ATAR EAL/D

1. Application types and information

Students who are applying for eligibility must meet one of the specific criteria which are outlined in the applications.

Who	Students applying for ATAR EAL/D
Criteria (one of the three criteria must apply)	<p>For students:</p> <ol style="list-style-type: none"> whose first language is not English AND 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 AND 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 who are Aboriginal or Torres Strait Islander, or from Cocos Island or Christmas Island and for whom SAE has been the medium of instruction, but for whom SAE is an additional language or dialect, and whose exposure to SAE is primarily within the school context who are deaf or hard-of-hearing and communicate using signing, such as Auslan (Australian Sign Language) as a first language.
Applications	<p>Form 1 ATAR – Application for eligibility to enrol in English as an Additional Language or Dialect (EAL/D) and/or for extra time to complete the OLNA For a student enrolled in a school within Australia</p> <p>Form 2 ATAR – Application for eligibility to enrol in English as an Additional Language or Dialect (EAL/D) and/or for extra time to complete the OLNA For an Aboriginal/Torres Strait Islander/ Christmas Islander/ Cocos Islander student enrolled in a school in Australia</p> <p>Form 3 ATAR – Application for eligibility to enrol in English as an Additional Language or Dialect (EAL/D) and/or for extra time to complete the OLNA For a student enrolled in a school outside Australia</p>
Enrolment	On approval, students can enrol in the ATAR EAL/D course

Note:

- The most current applications, available on the Authority website, must be submitted.

- 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.

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/combo.

2. Sending applications via email

Schools are requested to use the email address: eald@scsa.wa.edu.au to email EAL/D eligibility applications to the Authority.

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.

3. 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 which will require more action to process their application.

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

- **CSE197**

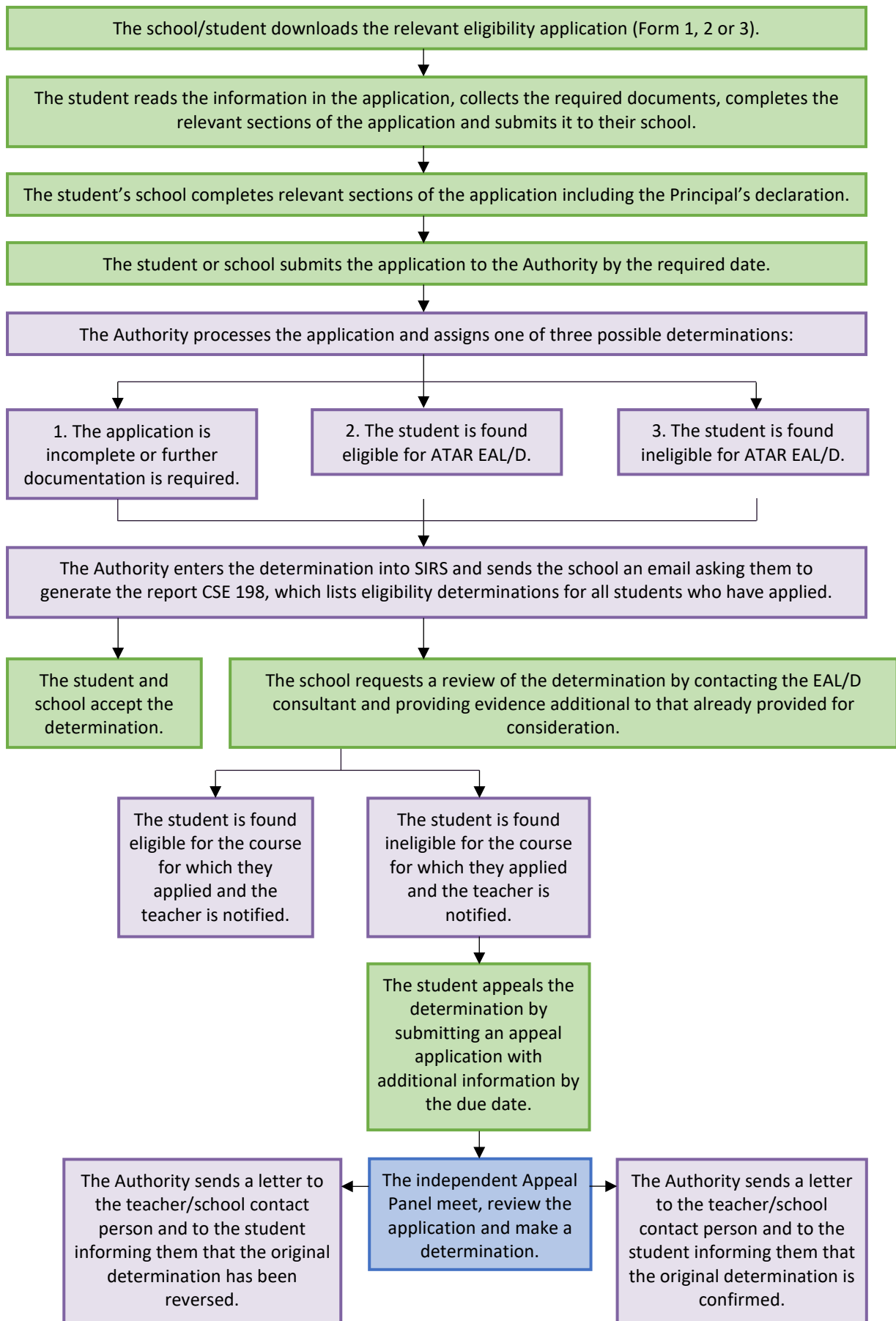
This report will show, for each school, which students have been found eligible and have been enrolled into EAL/D courses by the school.

Go 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*.

Note: the approved eligibility does not constitute an enrolment. Enrolments need to be completed through the usual process.

4. Overview of Year 12 ATAR EAL/D application, review and appeal process



5. Application, review and appeal process for Year 12 ATAR EAL/D

Application process

- Schools and students are informed of the criteria for determining EAL/D eligibility and of the dates of submission of applications through documentation published by the Authority (*11to12 Circular, Data Procedures Manual, English as an Additional Language or Dialect – Information sheet and Application for eligibility to enrol in English as an Additional Language or Dialect forms*, available on the EAL/D course page).
- The student completes and submits, through their school, the appropriate EAL/D eligibility application form.
- The teacher and school principal complete the Teacher and the Principal's declarations section of the application.
- The Authority considers the application and makes a determination based on the published criteria and the evidence provided.
- The school prints CSE198 in SIRS for a summary of the eligibility status of their students.

Review process

- Students deemed not eligible to enrol in the ATAR EAL/D course 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:
 - international movement records or copies of passport pages containing visas and dates of entry or exit
 - 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.
- The Authority reviews the student application and the additional evidence is considered.
- The Authority informs the schools of the Authority's determination.

Appeal process

- 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 (Appeal form). 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.**
- 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.
- The Authority is responsible for ensuring procedural fairness.
- 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@sca.wa.edu.au

Forms for Year 12 General and Foundation EAL/D courses and for extra time for the OLNA


1. Form and information


Who	Students enrolling in General or Foundation EAL/D or eligible for the extra time for the OLNA
Criteria	For students: 4. who were born outside of Australia and/or their first language is not English 5. who are Aboriginal or Torres Strait Islander, or from Cocos Island or Christmas Island, and are acquiring Standard Australian English as an additional language/dialect 6. who are deaf or hard-of-hearing and communicate using signing, such as Auslan (Australian Sign Language) as their first language.
Form	<i>Form 4 – Form for eligibility for enrolment in Year 12 General and Foundation English as an Additional Language or Dialect (EAL/D) and for extra time to complete the OLNA</i>
Enrolment	On approval by the teacher and principal, a student can be directly enrolled in General or Foundation EAL/D and/or allocated an extra 10 minutes for the completion of OLNA through the OLNA dashboard.

2. Overview of process for enrolment in Year 12 General or Foundation EAL/D or the allocation of extra time for the OLNA

- Student, teacher and principal complete *Form 4 – Form for eligibility for enrolment in Year 12 General and Foundation English as an Additional Language or Dialect (EAL/D) and for extra time to complete the OLNA*
- School files the form along with any required supporting documentation
- School enrolls student into Year 12 General or Foundation EAL/D and/or allocates an extra 10 minutes for the completion of OLNA through the OLNA dashboard
- The school is required to provide the EAL/D documentation to the Authority when requested.

For information regarding the allocation of extra time to EAL/D students through the OLNA dashboard, refer to the *OLNA Handbook*.

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