



Table 2.1 Admission and language assessments



Actions	Who is directly involved?	Who contributes?	Who needs to know?	Inclusion outcomes
Conduct an initial interview with the family	Primary: Headteacher Secondary: Head of Year or Year Manager EAL Co-ordinator	Interpreters where needed Social workers for looked-after children Data Manager to input information	Safeguarding lead	Either: No concerns raised at this stage Or: Initial EAL-related concerns raised Initial SEND-related concerns raised Pastoral concerns raised (e.g., wellbeing, safeguarding, medical, looked-after child, free school meals)
Complete an EAL assessment and assign a band	EAL Co-ordinator or trained TA	Class and subject teachers	All staff who teach and support the learner	EAL support plan created
Create an EAL profile and circulate to staff	EAL Co-ordinator or trained TA	Class and subject teachers	All staff who teach and support the learner Safeguarding lead where relevant SENDCo where concerns or information relate to SEND	Teaching staff provide inclusive support