

**Please only complete this form if English is
NOT your first language.**

Background Information Collection Form for Pupils who have English as an additional language

Pupil's Name: Age:

Information collection date:

Information collected by (member of staff's name):

Pupil's Details

Full Name: actual/preferred			
Address:			
Date of Birth:		Ethnicity:	
Country of birth:		Date of arrival in UK: (if not UK born)	
Details of previous schooling overseas: (type of school/dates/age started)			
Have they been taught English?		How long have they studied English for?	
Has the child attended any schools in the UK?		How long for?	Dates?
Names/addresses of schools attended in the UK:			
Do you have any experience of the English educational system?	Yes	No	Do you need support?
Do you have any work books from this school that you can share with the teacher?	Yes	No	
Can the child read English		Can the child write English?	
Has the child had any long absences from school: (please explain reason)			
Does your child have any areas of difficulty with their learning: Include interventions etc			

Can the child read/write in languages other than English? Please specify language(s)			
Religion		Festivals observed:	
Languages spoken to the child at home:			
Does the child have any Dietary requirements, e.g. vegetarian, halal? (please specify)			
Does your child have any Medical conditions? (please list):			
Does your child require any regular medication?			
Has your child had a hearing test?		Date:	Do they wear a hearing aid?
Has your child had a sight test?		Date:	Do they wear glasses?
Is your child right or left handed?			
Does your child have any talent or strength			

Family Details

Mother's Name:			Father's Name:		
Country of origin	Mother:		Date of arrival in the UK	Mother:	
	Father:			Father:	
Can parents understand written English?	Yes	No	Do you have someone to help you read English?	Yes	No
What is the most useful written language for communication with parents:					
Do you require a translator for parent consultations? (if yes please state language)					
Status, e.g. Refugee					
Does the child live with both parents as part of a family unit?					
If not, who are the main carers?					
Number of siblings <input type="text"/>					
Names and ages of child's siblings? What school/nursery do they attend?					

Are you in temporary housing?				
Languages spoken at home by child to:	Mother:		Father:	
	Grandparents:		Sibling:	
What language is used by family members when communicating with the child?				
Does the child attend any school/ class in the community? What is the name of the organisation?				
Please state type of school, e.g. religious school, language school?				
Is there anything else you think would be useful for us to know?				

English as an Additional Language School to School - Handover Checklist

Pupil's Name _____ Current Year Group _____

Current Class Teacher _____ Date of Assessment _____

Entry date into school: _____ Language/s spoken at home: _____

Name of receiving school _____

Topics to cover	Notes
<p>Assessment information:</p> <ul style="list-style-type: none"> NASSEA Level Overall level 	<p>Please indicate steps:</p> <p>L&U S R&V W</p>
<ul style="list-style-type: none"> Language Proficiency assessment used? 	<p>Please indicate proficiency of English:</p> <p>A B C D E</p> <p>Other?</p>
<ul style="list-style-type: none"> Information on attainment and progress in reading, writing and maths. 	
<p>Special educational needs (SEND):</p> <ul style="list-style-type: none"> Does the pupil have SEND? What are their main needs? 	
<ul style="list-style-type: none"> Current levels of support required? 	
<p>Behaviour:</p> <ul style="list-style-type: none"> Does the pupil have behaviour care plans? 	
<p>Motivators: What worked well within the class?</p>	<p>Please provide strategies used:</p>
<p>Challenges: What didn't work well within the class?</p>	<p>Please give examples of triggers.</p>

<p>Relationships with parents:</p> <ul style="list-style-type: none">• Level of parental engagement	<p>Please rate level of engagement 0-5 (5 being the highest)</p>
<ul style="list-style-type: none">• How to work best with parents	<p>Please list strategies applied:</p>
<p>Any other comments, eg. LAC/Pupil Premium etc.</p>	

