

# RIDGEVIEW SCHOOL: Ridgeview School Policy: Assessing Suitability and English Language Proficiency of International Learners

## Purpose:

To ensure that international students are placed in the most appropriate year level and provided with the necessary English language support to thrive academically, socially, and emotionally. This policy is written in alignment with the *Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021*, Clause 46(2).

## 1. Assessing Suitability for Enrolment

Ridgeview School ensures that all international learners are assessed for suitability based on their age, educational background, and individual learning needs.

### Process:

- Families must provide recent school reports or academic records (translated into English where necessary).
- The Principal or delegated staff will review the documents to understand the student's academic progress and learning needs.
- Age-appropriate placement will be determined using New Zealand Curriculum year level guidance.
- A virtual or in-person meeting will be arranged with the student's parent/legal guardian to discuss:
  - Family goals for learning
  - Cultural or emotional needs
  - Any additional learning or behavioural support required
- Ridgeview will only confirm enrolment if the learner's needs can be reasonably met within our current resourcing and staffing.

## 2. English Language Proficiency Assessment

All international learners will undergo an English language assessment upon arrival.

### Assessment Tool:

- The *English Language Learning Progressions (ELLP)* framework will be used by Ridgeview's trained ESOL learning assistant.

### Support Model:

- Based on the ELLP results, students will be placed in:
  - One-on-one or small group ESOL support
  - In-class support through collaboration between classroom teachers and ESOL support staff
- Support will focus on:
  - Oral language and vocabulary development
  - Comprehension through visual and interactive learning
  - Building confidence and classroom engagement

## **Ongoing Review:**

- Student progress is reviewed regularly to adjust support levels.
- The Learning Support Coordinator (LSC) oversees integration of ESOL into wider learning support systems.

### **3. Quick Assessment Tool in Development**

Ridgeview School has developed a Quick assessment tool which we assess all English language learners with after their first week of school. This is to allow time to settle into the classroom and routines before assessment. The assessment tool helps us to:

- Provides fast insight into a learner's oral, reading, and writing capabilities
- Is suitable for primary-aged students - we have different assessments for 5-6 year olds in which games and activities are used and observational notes are taken. 7-11 year olds include phonics checks, maths checks, oral language checks, a writing task using the ELL framework to determine level of support needed which takes approximately 20minutes to complete.
- Can be shared with future schools if the student transitions (with parent permission to share data, parents are asked when leaving the school to sign a waiver that we can share data collected to the next school.)

### **4. Policy Availability**

This policy will be:

- Available on the Ridgeview School website
- Discussed during the initial enrolment conversation and at orientation