

**ABB EY**  
**COLLEGE**  
CAMBRIDGE

**English for Academic Purposes (EAP)**

**Policy**



**English for Academic Purposes (EAP) Policy**  
**Abbey College Cambridge**

**SLT Responsible for this Policy:** Lucy Sweatman, Vice Principal (Academic)

Telephone: 01223 578280

Email: [Lucy.Sweatman@abbeycambridge.co.uk](mailto:Lucy.Sweatman@abbeycambridge.co.uk)

<b>This policy is reviewed on an annual basis</b>		
Annual Policy reviewed by:	<b>Lucy Sweatman</b>	<b>July 2019</b>
<b>Approved by SLT and Published:</b>		<b>July 2019</b>
Next Review:		<b>July 2020</b>

**This policy has been approved by SLT and adopted on behalf of the Governors, and is addressed to all members of staff and volunteers and is available on the school's portal. It is available to parents on request. It applies wherever staff or volunteers are working, including when this involves being away from the school.**

## English for Academic Purposes (EAP) Policy

### Philosophy

A majority of our students are studying in their second language, and ACC is committed to developing and nurturing both the academic and language skills of all students in our care.

### Process

- 1) ACC offers a pre-sessional Full Time English course of either one, two or three terms and applicants who have not achieved the required level of English (IELTS 4.5 for GCSE, IELTS 5.0 for IFP and IELTS 5.5 for A-Level) are encouraged to sign up to this course. The curriculum of this course is largely EAP but with regular opportunities to engage in the community, and also experience a linguistic, mathematical, scientific, technological, human and social, physical, aesthetic and creative education.
- 2) Students joining our One and Two Year GCSE courses are enrolled onto either First Language iGCSE or Second Language iGCSE, depending on native language.
- 3) Students holding GCSE/iGCSE Second Language qualifications, whatever grade, will still be required to attend IELTS classes on A-Level and IFP courses.
- 4) EAP classes for A-Level and IFP are streamed across the two year groups so that students may be placed in a class with students of a similar level of English.
- 5) Students joining our IFP and A-Level courses who do not yet have 7.5 IELTS overall with at least 7.0 IELTS in each section across are automatically enrolled onto EAP lessons in which they benefit from 5 hours a week specialist tuition.
- 6) A-Level and IFP students who prove they have achieved the required IELTS score for their University offers or, in the case of no University offers, a 6.5 may leave the EAP course. A-Level and IFP students who achieve an IELTS 7.5 overall with at least 7.0 IELTS in each section during the course may leave the EAP course.

## English for Academic Purposes (EAP) Policy

### Support

- 1) All staff at Abbey to consider themselves to be an English teacher in addition to their primary role.
- 2) Only English is to be spoken in class. Refusal to do so must be treated as a behavioural issue, in line with the behaviour policy.
- 3) It may be appropriate on occasion for teachers to allow students to use their smart phones as translation devices. Teachers must consider very carefully whether they can assure the devices are being used only for that reason. If they cannot, smart phones must not be used.
- 4) Teaching staff should instead encourage the use of paper exam-appropriate dictionaries, as it is only these which a student may use in an external exam and internal stage test and students must be able to use these efficiently and effectively.
- 5) A cross-department English marking policy is to be observed to ensure consistency across the school in the marking of English as an additional language.
- 6) Subject teachers to ensure that their teaching and learning resources and their classroom delivery are accessible to students of IELTS 5.5.
- 7) Members of the EAP department (“English Liaisons”) will provide support to other departments in their approach to teaching EAP students. This will be lead and managed by the Head of EAP.
- 8) All students are enrolled on the “Wider Reading Programme” with a reading log, led and managed by the EAP Department. Subject teachers to support this by advising students above 6.0 on reading materials. EAP Teachers to support this by providing students at 6.0 or below with IELTS appropriate Readers.
- 9) The EAP Department will take a lead in Staff CPD to develop staff awareness of delivering to IELTS 5.5.
- 10) The EAP Department will lay on extra-curricular activities to meet the needs of our students’ varying levels of English.

## English for Academic Purposes (EAP) Policy

- 11) Speak English Week runs annually to further promote the need for students to speak English in lessons. All teachers are to embrace this initiative and endorse the activities.