



Continuous Enrolment Policy

Leeds Language Academy runs courses on continuous enrolment. This means that students can start on any Monday of the year (or that start of the week if there is a holiday) and finish on any Friday. LLA has set term dates, but students do not need to start or finish with these dates.

Continuous Enrolment means that students have the flexibility to study when they can and want to, for as many weeks as they can.

However, continuous enrolment does mean that students in one class may have covered different language points, as newer students will have missed previous lessons. LLA is committed to ensuring that all students have good quality, personalised education regardless of their start date.

Fixed terms/semesters and coursebooks

LLA has fixed terms throughout the year. Each term is 12/13 weeks long, except for the Autumn term which is usually 16 weeks. There is a mid term at either week 6 or 8.

- The Autumn term runs from the start of September to Christmas.
- The Winter term runs from the start of January to Easter.
- The Spring term runs from Easter to the beginning of summer (usually July).
- The Summer term runs for the summer months.

New classes can only start at either the start of a new term or the mid term, depending on demand.

Courses during each term use one coursebook matched as closely as possible to the length of that term. For example, a 12 week term will use a 12 unit coursebook. Coursebooks may run over into the next term if not completed during the first term. This means that all students joining a class have the study materials for the lessons they did not do. In the first tutorial, teachers will usually ask the student to review certain important areas if the student has problems. This also means that teachers can regularly review previous aims, revise language points and topics and give guidance to students on self-study.

Where possible, LLA is selecting coursebooks with online study materials, to give students extra revision material to complete at home.

Personalised testing and teaching

The placement tests and schemes of work at LLA are marked against the Common European Framework (CEFR) and not against the coursebook. This means that teachers are not bound to cover coursebooks material (LLA encourages teachers to move away from coursebook use where appropriate). Courses are guided by aims



that define each level and teachers have the freedom to address individual needs of the students at all times.

The three placement tests are also marked against the CEFR and reports detailing specific language needs are given to teachers at the start of each booking. This helps teachers to complete (with the student) the first tutorial and set the first goals of the course.

All students get daily and weekly feedback using the Student Progress Trackers and get personalised targets. Weekly assessments test the students' learning that week and guide the teachers in setting their weekly learning aims.

Students with over 4 week bookings get 4 week reports that show their assessment progress, their overall band and all met and unmet targets. Students with a Below Standard band are required to have a tutorial with the Director of Studies. All students can request a tutorial from their teacher.

Support classes

Students with low scores or who are struggling in class are reviewed by the teacher and Director of Studies. If the student is in the right class (or a lower class is unavailable) but having problems, teachers can recommend they go to the weekly Support Class on Wednesdays from 2-4pm with the Director of Studies. The teachers recommend areas for the students to work on, and then the Director of Studies gives extra revision and explanation.