

**2024/25 Claim Form for Pupils Recently Arrived from Overseas**

**Reception to Year 6**

**Please read the Head Teacher’s Information on page 2** to help you decide if the school is eligible to receive a grant. Please ensure all fields are completed as we may not be able to assess incomplete applications.

Please return this form by email to admin.emas@coventry.gov.uk

If you require a Multilingual Education Assistant or other support in meeting the immediate needs of this pupil please contact EMAS

Any queries please call (024) 7697 5491

|  |  |
| --- | --- |
| **School Details** |  |
| School Name  |  |
| Contact person  |  |
| Email address to send payment information to |  |
| Date pupil admitted to school  |  |
| Year group e.g. Yr 4 |  |

|  |  |
| --- | --- |
| **Pupil Details** | UPN       |
| Family name  |       |
| First name  |       |
| Address  |       |
| Postcode  |       |
| Contact numbers  |       |
| Date of Birth  |       |  Boy/Girl |       |

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| --- | --- |
| **About the pupil** |  |
| Date of arrival in UK(necessary to consider claim) |       |
| Language(s) spoken(necessary to consider claim) |       |
| Country of Birth |       |  |  |
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**2024/2025 Claim Form Page 2**

|  |  |
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| Pupil’s Name |       |

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| **Support information** Current level of spoken and written English must be indicated as this is necessary to consider claim (if there are doubts about eligibility please briefly explain the need for support, proposed support or any other extenuating circumstances) |
|       |
| **DFE English Proficiency Scores (A – E)** |
| Speaking |       | Listening |       | Reading |       | Writing |       |

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| **Schools/Nurseries Previously Attended**  |
| Outside the UK (including Ireland) |       |
| Inside the UK  |       |

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| Head Teachers information |  | EMAS Use Only |
| Payment may only be made if pupils have recently arrived from overseas (usually within the past 6 months).Grants are not paid for pupils born and remaining in the UK even with English as an additional language as they have not recently arrived from overseas.Grants are not appropriate for English speaking pupils even if they have arrived from overseas.If you have doubts about eligibility please submit a claim, detailing all extenuating circumstances and we will do our best to help if we can. |  | Amount |  |
| Signed |
| Date |
| Issue |
| Requisition No |
| Purchase Order No |
| Non invoice payment ref |
| Email to A/P and school |
|  |
| Signed |       |  |
| Date |       |  |