



## EMA Attendance Policy

The Education Maintenance Allowance (EMA) is a government funded scheme, and it is paid primarily to support students in staying on in education past the age of 16. It is to help cover the day-to-day costs that students have to meet when they stay on at college like travel costs, books and equipment for courses and it ensures that students can focus more time on study rather than working too many hours at a part-time job. EMA is structured to support good habits of attendance, punctuality and study and high standards of work, which are an excellent preparation for the demands of working life.

EMA is paid in two sections:

- a weekly payment which is paid fortnightly
- two bonus payments paid in January and June

### **Criteria to receive weekly payment:**

Students will receive a weekly payment of £30 for attendance and punctuality to school and to class/study. Being late or absent for one or more occasion during the week will result in non-payment of EMA unless an explanation note can be given of circumstances out of the student's control e.g. bus late / illness (see appendix 1). EMA is not paid over holiday periods nor over periods of long-term illness.

### **Criteria to receive bonus payment:**

Two bonus payments of £100 may be paid to students if they achieve the goals and objectives that are in their Student Contract and Learning Agreement Part 2.

**It is essential that each student recognise that it is their individual responsibility to understand the system and:**

- to register at 9.05am and in each class/study session thereafter;
- submit absence/late notes such as hospital letters or other documentation where required to the system administrator and form teacher;
- to use and respect the appeal system where any dispute arises;
- to consult the system administrator if they are unclear about any aspect of qualifying for EMA.

### **Appeals**

Students have the right to appeal a decision in which a weekly payment of EMA has been stopped, by completing the appeals form provided by the scheme administrator.