



CALLINGTON COMMUNITY COLLEGE (ACADEMY TRUST)

EDUCATIONAL MAINTENANCE ALLOWANCE (EMA) PROCEDURES AND POLICY

Outline

Educational Maintenance Allowance (EMA) is an attendance allowance, paid weekly, term time only, based on 100% attendance to all timetabled lessons/commitments, fulfilling the student's Programme of Study.

EMA rules as set out by the government are very strict. It is a government payment to cover the expenses of attending College. Therefore, in most cases if a student misses or is late for a lesson he/she will not get any EMA payment for that week. The only way to ensure that payment is made is to attend every timetabled lesson. If time off is unavoidable the student will need to check with the EMA Officer to find out whether the absence will be authorised.

EMA will **NOT** normally be paid for any periods of **SICKNESS**.

Non-attendance to any part of a student's Programme of Study will mean no EMA for that week. (e.g. a single lesson/lateness to lessons).

Background

All students will have signed an EMA contract. By signing they will have agreed to:-

- Meet targets of 100% attendance for all lessons, tutorials and appointments;
- Arrive for lessons, tutorials and appointments on time;
- Show progression on their courses;
- Complete homework and meet coursework deadlines on time;
- Attend all study support sessions arranged for them;
- Abide by EMA rules.

Authorised Absence

EMA is strictly based on 100% attendance. However, in certain circumstances students may have to miss a lesson and the table on the following pages provides a guide to how absences will affect the student's EMA payments.

In the majority of cases the student must see the EMA Officer **BEFORE** the absence with the necessary **EVIDENCE**.

ANY PERIODS OF ILLNESS, NO MATTER HOW SEVERE OR SHORT, WILL NOT NORMALLY BE AUTHORISED.

| ABSENCE | EMA AUTHORISED | Proof required in advance to EMA Officer |
|--|---|---|
| Personal Issues Accommodation/homelessness, Funeral, Hospital visits (friends or relatives), Doctors/Dentist/Opticians/Orthodontist appointment, Religious Festivals, Student has child/dependant who is sick, Student leaving to look after brother/sister/relative | At the discretion of the EMA Officer | Student to speak to EMA Officer immediately |
| Hospital Appointment | Yes | Student to bring proof to EMA Officer |
| Sickness (general or long term) | No | No allowances for sickness unless student has proven medical condition. See EMA Officer for more information |
| Birthdays or similar celebrations | No | |
| Court Attendance | Yes | Student to bring proof to EMA Officer |
| Driving Lessons | No | |
| Driving Test – Practical | Yes | Student to bring proof to EMA Officer |
| Driving Test – Theory | No | |
| Examinations | Yes | Student to bring examination timetable to EMA Officer |
| Holidays | No | |
| Job Interview | Yes | Student to bring proof to EMA Officer |
| Lateness to Lessons | No | |
| Lesson cancelled/Teacher/Tutor absent | Yes | Teacher/Tutor to inform EMA Officer |

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|---|--------------------------------------|--|
| Missed the bus/train, car broke down | At the discretion of the EMA Officer | Student to speak to EMA Officer immediately |
| Part or full-time work which is not part of your Programme of Study | No | |
| Student on Work Related Learning | Yes | Student to provide proof of attendance to EMA Officer |
| Study Leave | Yes | Though this will not be granted to students who do not have satisfactory attendance during their Programme of Study throughout the academic year |
| Suspension | No | |
| Trip/Visit (educational) that is college authorised | Yes | Student to bring proof to EMA Officer |
| University Open Day/Interview | Yes | Student to bring proof to EMA Officer |
| Participating in extra-curricular activities e.g. Drama, Music, Sport or Volunteering | Yes | Student to speak to EMA Officer prior to event |
| Rehearsal for events relating to college e.g. Drama, Music and Sport | Yes | Student to speak to EMA Officer prior to event |

Personal Issues – Absence for the above reasons will normally only be granted in respect of close family members and serious circumstances

If a student wishes to attend something which is not EMA authorised, please inform the Sixth Form Office in the first instance or the Attendance Officer if necessary, and please be aware that payment for that week will not be paid.

As stated: ANY PERIODS OF ILLNESS, NO MATTER HOW SEVERE OR SHORT, WILL NOT NORMALLY BE AUTHORISED.

However, if a student has maintained a 100% attendance record for the six weeks prior to a week where there is an 80% attendance because of severe illness the Head of Sixth Form has the power to make a discretionary payment in these exceptional circumstances.

QUERYING REGISTER MARKS

If a student feels that a register has been marked incorrectly resulting in the non-payment of EMA, it is his/her responsibility to see the teacher who took the register and discuss the issue.

If the mark in question is in the current payment week it is the responsibility of the student to liaise with the EMA Officer straight away who may issue them with a register printout for the week and ask the subject teacher to authorise the mark. Once the register mark has been changed and is showing on SIMS then the payment decision will be reversed.

If there is still a query over an absence there will be a three week period from that absence during which the student may appeal to the EMA Officer in order to resolve the issue. Following the outcome of the appeal it will be considered by the Headteacher whose decision is final.

EMA will be paid into your bank or building society account one week in arrears. (Please see calendar).

It should be noted however that the College cannot guarantee the above payment procedure as there may be unforeseen circumstances beyond our control. EMA is only paid during term time.

PLEASE NOTE THAT EMA WILL CEASE TO BE PAID ONCE INDIVIDUALS EXAMINATIONS HAVE FINISHED AND/OR THEIR PROGRAMME OF STUDY HAS ENDED.

This is only valid at the moment for present Year 12 into Year 13 - September 2011

To be reviewed annually in July

SH/July 2011