

Belper School



EMA Student Guide & Contract Part 2



Specialist Schools
and Academies Trust
EXCELLENCE AND DIVERSITY

EMA ELIGIBILITY

If your household earns less than £30810 you may be entitled to financial help with your sixth form studies for up to 3 years.

Household Income	Weekly Payment
Up to £20,817	£30
More than £20,817 but less than or equal to £25,521	£20
More than £25,521 but less than or equal to £30,810	£10
More than £30,810	Not eligible for EMA

To qualify you must be in school for at least 12 guided hours of learning. **Weekly payments** are made on the basis of attendance and acceptable behaviour.

Bonus payments are made on the basis of good progress once you have signed a Part 2 Contract.

Application Packs available from Reception /Head of Sixth Form.

How the EMA works

EMA operates under a '**something for something**' approach. Each learner is required to agree and sign an EMA contract, which will set out what is expected of them by way of attendance, behaviour and effort, progression and completion of coursework. In general a learner should be paid EMA payments only where they have attended all the learning sessions and met the standards of behaviour and effort agreed in their EMA contract.

Weekly Payments

Payments will be made to students with full attendance and good behaviour.

Recording Attendance

In order to meet the attendance requirement students must register each registration session and attend all lessons. The information below gives a broad guide as to what is considered to be an acceptable absence and what is not.

Absences which can be foreseen in advance

In situations where you anticipate being absent you will need to **complete a Blue Absence Form available from the Sixth Form Office**

Examples of legitimate reasons for absence include:

- (a) a **medical appointment** which cannot be arranged outside provider hours
- (b) a particular need to look after a family member or another person for whom the learner has **caring** responsibilities. However, providers should not regularly be authorising absences for a learner for this reason.

(c) a **religious holiday**

(d) a **visit to a University** either to attend an open day or for interview, or a **career-related interview**

(e) an **appointment with Connexions** Advisor (although these should normally be scheduled to avoid disruption to studies)

(f) a **work experience** placement which is an integral part of a learning programme, and for which the learner does not receive a wage

(g) participating in a significant **extra-curricular activity**, such as drama, music, sport or volunteering. Authorised absence should only be granted where the activity reflects a significant level of personal achievement (for example, taking part in a regional or national event), or for some other one-off event.

(h) attendance at a **probation meeting**

(i) attendance at a **funeral**

(j) severe **transport disruption** (for example, where a learner commutes by rail and a rail strike means there is no practical way of getting to the provider)

(k) a **driving test**

(l) a provider **representatives' meeting**, for example, Governors' meeting, NUS official business.

(m) Territorial Army or **cadet events**

(n) **study visits abroad** that are an integral part of the learner's learning programme e.g. French Exchange.

(o). **study leave** in the run up to exams.

The following reasons for absence would not generally be acceptable:

(a) **holidays**

(b) **part or full-time work** which is not part of the learner's programme of study

(c) **leisure** activities

(d) **birthdays** or similar celebrations

(e) **babysitting** younger siblings

(f) **shopping**

(g) **driving lessons**

This list is not intended to be exhaustive.

Absences that cannot be foreseen in advance

Where an absence genuinely could not be foreseen in advance, the learner should nevertheless make arrangements to tell the provider as soon as possible on the day in question that they will be missing classes. Where a learner has failed to do this, the absence should be treated as unauthorised, and therefore the learner should not receive EMA for the week in question.

In the case of **sickness** , the weekly attendance payment will not normally be paid where the student is absent for one day or more.

Bonus Payments

If learners make good progress they will be entitled to a Bonus payment worth £100 in January and July of each year of study. The Contract Part 2 document sets out the learning goals to be met. This must be signed by all students if they are to be granted a bonus payment.

<h2>Standards of Behaviour</h2>
--

In order to receive weekly and bonus payments students are expected to behave in appropriate manner and treat others with respect. Where behaviour is deemed to be unacceptable students will not receive their weekly payment (Please refer to Student Handbook).

Appeals

In the event of a student being dissatisfied with the outcome of a decision regarding the non authorisation of the payment of a weekly Education Maintenance Allowance or a bonus payment, the student has the right to appeal against the decision made

Students will be provided with details of why the payment has been stopped prior to any hearing taking place.

All payments are made in accordance with conditions as set out by the Learning Skills Council in the Contract Part 1 provided with your Notification of Entitlement letter.

Grounds for Appeal

An appeal can only be lodged if the applicant can demonstrate an unfairness in the decision made.

Procedure

An appeal must be made in writing and should be addressed to Trevor Harding. Students may present their case accompanied by a parent, or someone of their choosing, who may state the case on the student's behalf. In the event that you are dissatisfied with the way your appeal has been dealt with, you may complain to the Learning and Skills Council.

EMA contract Part 2

EMA Contract Part 2 Bonus

NAME OF STUDENT

.....
EMA REF NUMBER

.....
COURSE(S) LEVEL

.....**A'Level / BTEC First**..... *(delete as appropriate)*

I understand that the provider will arrange for my Learning Progress to be assessed in order to determine my eligibility for an EMA bonus in January and/or July. Learning Progress will be assessed on the basis of completion of relevant coursework and/or assignments, on time and to the best of my ability (determined by termly teacher progress grades for effort and progress, along with reports), and attendance at exams. I understand that I must abide by the standards of behaviour and effort agreed at the start of my learning programme. I understand that I must abide by the rules of the EMA scheme.

.....
[Student]

.....
[provider rep]

Only students who have signed and returned this Contract Part 2 will be eligible for a bonus payment. It is your responsibility to read, sign and return this slip to Lynda Taylor or Steve Davies if you wish to be considered for a bonus.