



Argyll and Bute Council  
 Community Services: Education  
 Argyll House  
 Alexandra Parade  
 Dunoon  
 PA23 8AJ

Tel: 01369 708548  
 Fax: 01369 708584  
 Email: [ema@argyll-bute.gov.uk](mailto:ema@argyll-bute.gov.uk)

# EDUCATION MAINTENANCE ALLOWANCE (EMA) SESSION 2018 / 2019

COMPLETE FORM IN BLACK OR BLUE INK

FULL NAME OF STUDENT	
SCHOOL	
DATE OF BIRTH	

Have you received an EMA before?  Yes  No If yes Birth Certificate /  
Passport not required

An application must be made each academic year including all original documentation needed to complete the assessment.

### Date of Birth Eligibility (16-19 years old)

Date of Birth	Eligible from	Deadline to backdate
on or before 30/09/02	August 2018	<b>30 September 2018*</b>
between 01/10/02 & 28/02/03	January 2019	<b>28 February 2019*</b>

**\*If your application is received after the deadline dates above it will only be dated from the day it is received by the EMA Department.**

**PLEASE NOTE NO APPLICATIONS WILL BE PROCESSED AFTER 31/03/2019**

### OFFICIAL USE ONLY

SS Ref No	Date Application Received
<b>1819 -</b>	

**\*PLEASE NOTE if you are unable to provide any of the required documentation please submit your application and advise that further documents to follow.**



# Education Maintenance Allowances (EMA) Application Contact Address

YOU MUST ENCLOSE A STAMPED ADDRESSED ENVELOPE SUITABLE TO RETURN THE DOCUMENTS YOU HAVE SENT. PLEASE ENSURE SUFFICIENT POSTAGE IS INCLUDED FOR SENDING AND RETURN OF DOCUMENTS.

Please refer to the checklist on **page 9** prior to submitting your form.

**\*PLEASE NOTE if you are unable to provide any of the required documents requested please submit your application and advise that further documents are to be sent once received in Additional Information on Page 9.**

Please complete the application form and send it to the following address:

Argyll & Bute Council  
EMA Department  
Argyll House  
Alexandra Parade  
DUNOON  
PA23 8AJ

If you have any queries please contact:

Tel: 01369 708548  
Fax: 01369 708584  
Email: [ema@argyll-bute.gov.uk](mailto:ema@argyll-bute.gov.uk)

## DATA PROTECTION ACT

Current data protection legislation requires us to publish Privacy Notices to tell you why and how we will process your information. You can view all Privacy Notices on our website at <https://www.argyll-bute.gov.uk/privacy-notices>.

If you need this in an alternative format, for example sent to you by email or post, please contact School Support on 01369 704000.

**PLEASE REFER TO AND RETAIN GUIDANCE PAGES 13 to 17 OF THIS APPLICATION**

# Part A

## PERSONAL DETAILS – Completed by Student

Gender Male  Female  Date of Birth (DDMMYYYY) 

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

First Name(s)

Surname(s)

Home Address

Post Code

Home Telephone  Mobile

School Email address

e.g. joe.bloggs@obanhigh.argyll-bute.sch.uk

**\*THIS MUST BE SUPPLIED FOR ANY EMA PAYMENT NOTIFICATIONS**

Have you lived at your present address for longer than 3 years? Yes  No

If no, please tell us you previous address(es) within the last 3 years, including those abroad.

Date from 

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

 To 

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Address 1

Post Code

Date from 

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

 To 

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Address 2

Post Code

Date from 

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

 To 

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Address 3

Post Code

## NATIONALITY AND RESIDENCY DETAILS

Have you lived in the United Kingdom since birth?

Yes  No

If no please advise date you entered the UK

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

**Residency: please tick the relevant box:**

UK  EU/EEA National/Swiss  Settled Status/Exceptional Leave to Enter/Remain   
Refugee Status/Temporary Protection/Humanitarian Protection  None of these

## COURSE/SCHOOL DETAILS – Completed by Student

Name of School

Are you attending school and/or college for at least 21 guided learning hours each week?

Yes  No

If no, Please state reason why you will be attending school for less than 21 guided learning hours. Please use additional information page if required

  

What year of study will you be undertaking in session 2018/19?

S4  S5  S6

If you received an EMA award last year, to which Local Authority did you apply, and what school did you attend?

Local Authority Name

School Name

## ACTIVITY AGREEMENT / VOLUNTEER PLACEMENT

Are you on an Activity Agreement?

Yes  No

If yes, when did you start

Trusted Professional Name

Are you on a volunteer placement?

Yes  No

If yes, when did you start

## BANK/BUILDING SOCIETY ACCOUNT DETAILS – Completed by Student

Name of person holding account

Is the account holder the EMA Student?

Yes

No

If no, please state reason, as it is a condition of the EMA award that payments are made directly to the student except in exceptional circumstances.

  

Name & Address

of your Bank /

Building Society

Bank/Building Society Sort Code (6 Digits)

--	--	--	--	--	--

Account Number (8 digits)

--	--	--	--	--	--	--	--

Roll/Reference Number (if applicable)

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

**Any changes to your bank/building society account must be made in writing immediately to EMA Helpline or a delay may occur with your payment**

## INDEPENDENT STATUS – Completed by Student

Do you receive Income Support or contributions-based Employment and Support Allowance in your own right?

Yes

No

Are you living under the care of the Local Authority or with foster parents?

Yes

No

If yes, please provide letter from Social Worker to confirm.

## HOUSEHOLD DETAILS – Completed by Student

Please enter details of those living in your house

Mother  Father  Mother's Partner  Father's Partner  EMA Applicant's Partner

Grandparent(s)  Foster Parent(s)  In care  On my own

Other adults  please specify

Lone parent household? Yes  No  If yes, please provide evidence e.g. council tax statement, Tax Credit Award Notice (TC602)

How many dependent children are living in the house?

(Full) Name of Other Dependents	Date of Birth	Nursery/School/College

	Parent/Carer 1	Parent/Carer 2
Name (include title)	<input type="text"/>	<input type="text"/>
Permanent Address	<input type="text"/>	<input type="text"/>
Postcode	<input type="text"/>	<input type="text"/>
Relationship to Applicant	<input type="text"/>	<input type="text"/>
Occupation(s) held during tax year 2017/18	<input type="text"/>	<input type="text"/>

EMA applicants must now sign the Student Declaration on page 8

## HOUSEHOLD INCOME – Completed by Parent(s) / Carer(s)

Have you included a relevant complete Tax Credit Award Notice (TCAN) TC602 for 2018/19 showing 'Actual Income' for 2017/18 with your application form?

Yes  No

If yes, please sign the declaration on page 8

If No, please complete Household Income section below

## HOUSEHOLD INCOME (B) – Completed by Parent(s) / Carer(s)

For those where there is no TCAN available, the following income details are required. Household income is assessed on gross taxable household income for the period 06 April 2017 to 05 April 2018.

Please enter nil value if not applicable. Values should be gross annual amounts for 2017/18.

Please complete as appropriate	Parent/Carer 1	Parent/Carer 2	Evidence Required
Annual Salary from Employment	£	£	P60 for 2017/18 or month 12/ week 52 payslip.
State Pension	£	£	Pension Statement
Widowed Parents Allowance	£	£	Statement/Award Notice of Bereavement Benefits
Company Private Pension	£	£	P60 for 2017/18 or month 12/ week 52 payslip.
Taxable Benefits (e.g. Incapacity Benefit, Jobseekers Allowance)	£	£	P60U or Benefit Statement or have the attached benefits certificate (Part C) completed
Income from Self Employment (see notes on page 15)	£	£	SA302 certificate showing income for 2017/18 or have the attached accountant's certificate (Part B) completed
Gross income from investments savings/shares, etc. includes interest from any bank or building society accounts (this is income before tax was deducted).	£	£	SA302 certificate showing income for 2017/18 or have the attached accountant's certificate (Part B) completed
Other Income (see notes page 15)	£	£	Annual Interest Summary
Notional Income (see notes page 15)	£	£	Please provide appropriate evidence

## SOCIAL SECURITY BENEFITS

Are you in receipt of non-taxable social security benefits? Yes  No

If Yes please provide original evidence of receipt of this for 2017/18. Part C may be completed.

**\*PLEASE NOTE if you are unable to provide any of the required documents requested please submit your application and advise that further documents are to be sent once received in Additional Information on Page 9.**

## STUDENT DECLARATION

- I declare that all the answers given in this form are true.
- I have read and understood the guidance throughout the document and have retained pages 13 to 17.
- I understand that if I give false information or withhold information my application will be cancelled and, if necessary, action will be taken to recover any monies paid.
- I undertake to refund any sum arising from an overpayment for any reason.
- I understand that if I do not keep to the conditions of my Learning Agreement, payments may be withheld.
- I understand that if I leave school, I will not be eligible for any further payments.
- I understand that relevant information may be passed to third parties within the Local Authority.
- I understand the local authority may release information relating to my independent status to EMA Department.

Signature of Applicant

Name (PRINT)

Date

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

If the student is unable to sign this form due to additional support needs, please leave blank and tick box. Please provide further information on Page 9 (Additional Information).

## PARENTAL/PARTNER/CARER DECLARATION

- I/We declare that to the best of my/our knowledge and belief all the information given, in connection with this application, is full and correct in every respect.
- I/We undertake to provide any additional information that may be required by the Local Authority to verify the particulars given and to inform the Local Authority immediately of any alteration in these particulars.
- I/We undertake to inform the Local Authority of any changes in financial circumstances that may affect the award.
- I/We understand that if my/our child does not keep to the conditions of their Learning Agreement, payments may be withheld.
- I/We understand that if my/our child leaves school, he/she will not be entitled to any further payments.
- I am/We are aware that my/our child is bound by the conditions set out by the EMA guidance.
- I/We understand the Local Authority may release information relating to my/our household circumstances to EMA Department for proof of single occupancy.
- I/We confirm that I/we have read and understood the guidance notes throughout the document and have retained these for reference and am aware of my child's obligations.

Parent/Carer 1

Name (PRINT)

Date

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Parent/Carer 2

Name (PRINT)

Date

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---



## CHECKLIST

Please ensure the following original documents are submitted with your application form.  
**WE ARE UNABLE TO ACCEPT PHOTOCOPIES.**  
Failure to send in the relevant original documents will delay the processing of your EMA.  
Please ensure sufficient postage when sending your documents

Please ensure both student and Parent/Carer have signed the Declaration on Page 8

	Tick if enclosed
<b>Documentation required (see below)</b>	
Pupil's original Birth Certificate or Passport	<input type="checkbox"/>
<b>Household Income for period 06 April 2017 to 05 April 2018</b>	
Tax Credit Award Notification showing actual household income for 2017/18 (TC602)	<input type="checkbox"/>
<b>If Tax Credit Award Notification is not available:</b>	
P60 / HMRC Annual Tax Summary for Parents / Carers	<input type="checkbox"/>
P60U or completed Part C	<input type="checkbox"/>
SA302 Certificate or Part B	<input type="checkbox"/>
Pension P60 / Private or State Pension	<input type="checkbox"/>
<b>Additional Evidence that may be required</b>	
Proof of lone parent status, e.g. council tax notice for 2018/19	<input type="checkbox"/>
Proof of guardianship, if required, e.g. child benefit letter	<input type="checkbox"/>
Any other relevant documentation including all taxable benefits	<input type="checkbox"/>
Stamped addressed envelope with sufficient postage to return documents	<input type="checkbox"/>

**\*PLEASE NOTE if you are unable to provide any of the required documents requested please submit your application and advise that further documents are to be sent once received in Additional Information on Page 9.**

## ADDITIONAL INFORMATION

**THIS PAGE IS  
INTENTIONALLY BLANK**

## Part B – Accountants Certificate

### ACCOUNTANT'S CERTIFICATE FOR SELF EMPLOYED – Completed by accountant

If both parent(s)/carer(s) are self-employed, each is required to complete Part B separately. NB: application may be submitted with Part B to follow.

Student Name

Student Date of Birth

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Name of Parent/Carer who is Self Employed

Trading Name

Business Address

	Parent/Carer 1	Parent/Carer 2
Estimated Profits for Trading Year 2017/18	£	£
<b>ADD</b>		
Charges not allowable for tax purposes	£	£
<b>DEDUCT</b>		
Capital Allowances	£	£
<b>EQUALS</b>		
<b>TAXABLE PROFITS</b>	£	£

Please provide any details of any other income received during trading year 2017/18:

Parent/Carer 1	£
Parent/Carer 2	£

Date

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Accountant's Name

Office Address

  
  
  


Accountant's Signature

Accountant's Official Stamp

**NB: An SA302 is still required in order to finalise any award and this will be required by 31.12.2018 for the award to continue after this date. This must be requested from HM Revenue & Customs as online self-assessment forms are not acceptable.**

# Part C – Certificate of Benefits

**CERTIFICATE OF BENEFITS RECEIVED – To be completed if PARENT/CARER is in receipt of benefits**

**To be completed by student’s parent/carer before submitting to DWP**

Student Name

Student DOB 

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

I authorise DWP to give information relating to my benefits allowances

	Parent/Carer 1	Parent/Carer 2																				
Name	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>																				
NI Number	<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>											<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>										
Address	<input style="width: 100%; height: 100%;" type="text"/>																					

To be completed by the Department for Work & Pensions for the district in which the parent/carer is/was registered.

Please complete details of benefits received at any time during the year 6 April 2017 to 5 April 2018.

							Taxable	Non-Taxable
From:		To:		£	Benefit Type:			
From:		To:		£	Benefit Type:			
From:		To:		£	Benefit Type:			
From:		To:		£	Benefit Type:			
From:		To:		£	Benefit Type:			
From:		To:		£	Benefit Type:			

Signature of Manager/Clerk

Please print name

DWP Stamp

Date 

D	D	M	M	2	0	Y	Y
---	---	---	---	---	---	---	---

Department for Work & Pensions Office

# Education Maintenance Allowances (EMA) - Guidance

## INTRODUCTION

Education Maintenance Allowance (EMA) is available to eligible students who are attending non-advanced full-time education in school, college, community or voluntary provision, or who are home educated. The awards are targeted at young people from low-income households and aim to increase participation and retention in post-compulsory education.

For EMA purposes “full-time education” means at least 21 guided learning hours per week.

## THE ALLOWANCE

The EMA will comprise a weekly allowance payable fortnightly in arrears during term-time.

The household income of the young person will determine his/her eligibility for an EMA as detailed in the following table.

The EMA can only be paid for each full week’s attendance within term time, up to a maximum of 42 weeks in any one academic year. EMA payments will not be made during term time holidays that include the October, Winter and Spring breaks.

Payment of an EMA is dependent upon the student signing a Learning Agreement and this will be sent to students if they are awarded an EMA. Payment will not commence until this has been fully completed and returned to the school.

EMA must be paid directly into the student’s own bank account. Please note that the structure of Argyll and Bute’s payment system is unable to accommodate payments to Building Society / Post Office accounts.

At the start or finish of an official holiday, students can only receive payment for a week that constitutes 3 or more relevant days.

It should be noted that any EMA overpayment can be recouped in full or in part from subsequent payments. Failing that, the student will be sent an invoice for the full amount of the overpayment.

The EMA contract covers the academic year and students must reapply for the following school session.

## ELIGIBILITY CONDITIONS

### Course Eligibility

The applicant must normally be on a full-time non-advanced course at school that does not attract any other form of public or employer bursary, such as Local Enterprise Company funding.

EMAs will be available to eligible young people who have historically undertaken study by home education and will be subject to the same criteria as students in schools.

### Age:

Academic Year	Birth Date	You could receive an EMA from	Intake
2018 / 2019	Are 16 or over between 1st March and 30th September	August 2018	Autumn*
	Turn 16 between 1st October and last day in February	January 2019	Winter**

EMAs are designed to support young people in post-compulsory education. There are two intakes of eligibility to reflect the two school leaving dates in Scotland, as outlined in the above table. In both cases eligibility for continuing students will be reassessed at the start of each academic year.

### \*Autumn Intake (pupils eligible from August 2018):

If an application is made by **30 September 2018**, payments may be backdated to the beginning of the academic year, if the student meets the eligibility requirements. If the application is received after this date the award will only start from the week it is received by this office.

### **\*\*Winter Intake (pupils eligible from January 2019):**

If an application is made by **28 February 2019**, payments may be backdated to the beginning of the January term if the student meets the eligibility requirements. If the application is received after this date the award will only start from the week it is received by this office.

The cut-off date for processing any applications for academic year 2018/19 is **31 March 2019**. No applications will be processed after this date.

### **Residency**

In order to be residentially eligible for an EMA, a student must:

- Meet the residency criteria set out in the Education Allowances (Scotland) Regulations 2007.
- Have an address in Scotland.
- Have been ordinarily resident in the UK and Islands throughout the 3 year period immediately before the qualifying date, and is so resident on the qualifying date.

The “qualifying date” for applications made under the August intake will be the first day of the first term of the academic year and, for applications made under the January intake, this will be the first day of the first term in the new calendar year.

Further guidance on residency can be obtained from Education Maintenance Allowance department on 01369 708548.

### **INCOME**

Household income is assessed on gross taxable household income for the period 06 April 2017 to 05 April 2018. The income thresholds for Education Maintenance Allowance Academic Year 2018/19 are as follows:

<b>Household Income for Tax Year 2017 / 18</b>	<b>No. of dependent children in the household</b>
£0 - £24,421	1
£0 - £26,884	2+

- Dependent children are all those up to the age of 16 and those over the age of 16 and up to the age 25 if they are in full time further or higher education and are parentally supported.
- If you are receiving education in the care of the local authority, you are eligible for an EMA award without having to provide evidence of household income. A letter confirming you are in the care of the Local Authority is required.
- If you are living independently in receipt of Income Support or contributions-based Employment and Support Allowance you may still be eligible for an EMA. Evidence of your entitlement to this will be required.
- If successful, you must complete a learning agreement and adhere to the terms of that agreement.
- If successful, you will only receive EMA payments for those weeks where you have maintained 100% attendance (including authorised absences) and acceptable punctuality and conduct.
- Students may be eligible to receive a provisional award if a self-employed parent is temporarily unable to supply details. Provisional Awards will only run until **31 December 2018**.

In-year re-assessment may take place during the year, providing the income has fallen to within the EMA thresholds that will result in the applicant becoming eligible for EMA. Relevant evidence must be provided confirming the change in circumstances and the current level of household income. In-year re-assessment will not take place where income rises during the year. Contact Local Authority EMA Helpline for more information.

### **Income from Self-Employment**

If you are in self-employment (either on your own or in partnership), enter your profit:

- If you completed a Tax Return form SA200, your profit is the figure in box 3.10;
- If you completed a Tax Return form SA100, your profit is the figure in box 25 of the short return or box 71 of the full return;

- If you have more than one business, work out your total profit by adding together box 25 of the short return or box 71 of the full return from each of your tax returns.

If self-employed, a Self-Assessment Tax Calculation (SA302) 2017/18 should be submitted. Alternatively, a completed Accountants Certificate should be submitted (see Part B) until an SA302 form is available. In this case, a provisional award may be made to allow time to obtain the SA302 form required. **A provisional award will only run until 31 December 2018 after which time if no supporting evidence is received, the award shall cease. Please note that online Self-Assessment submissions will not be accepted.**

Do you have a yearly date on which you make up your books? If so, that is your accounting date. The profit to enter is your 12 months profit up to your accounting date in the year to 5 April 2018. Please round down this total to the nearest pound before entering it. For example, if your profits were £8,345.65, enter £8,345. If you have only just started working for yourself or need help working this out, call the HMRC Self-Assessment Helpline on 0300 200 3100.

### **Benefits from your employer(s) (e.g. company car and fuel, taxable vouchers and payments in kind from all jobs)**

You may have received benefits from your employers which were not paid in wages but which were taxable. These are called benefits in kind. Your employer should have given you information about these, usually on a form P9D or P11D. You do not have to work out the amount of each individual benefit – your employer will tell you the taxable values.

If you have not received a form P9D or P11D for the year 6 April 2017 to 5 April 2018 and you think you should have, ask your employer or phone HMRC.

### **Other Income**

In addition to social security benefits and earnings from your work, we also take into account any miscellaneous income in the year 6 April 2017 to 5 April 2018. Enter the income you (and/or your partner) received. Then round down the total to the nearest pound. For example, if your total was £134.76, then enter £134. Do not include the following: maintenance received from a former partner; Working Tax Credit and Child Tax Credit; Student loans - you should also not deduct student loan repayments from your income; Other student grants such as those to meet the cost of tuition fees, child care, etc.; War pensions, or pensions or annuities payable under German or Austrian law to victims of Nazi persecution; Income your children may have had, unless it is taxable in your name or your partner's name.

### **Notional income**

Notional income includes income that you are treated as having received, even though you may not have. It may include: Income that you have deprived yourself of to get tax credits or more tax credits; Income that you were entitled to but did not apply for. For example, a social security benefit or allowances paid to local government councillors or civic dignitaries. This does not apply to: a deferred state pension (although when it is paid, a social security pension lump sum or an enhanced state pension will count as 'pension income' for tax credits purposes); a deferred personal pension; a deferred retirement annuity; or compensation for personal injury.

Income you lost out on because you worked for less than the going rate (or for nothing) if the person you are working for, or to whom you are providing a service, has the means to pay. This does not apply to: voluntary work (for example, helping out in a charity shop or Citizens Advice Bureau): or employment or training programmes. Please provide appropriate evidence.

### **LEARNING AGREEMENT**

The Learning Agreement will be issued to students with their **Award Letter**. The onus is on the student to prove that he/she has satisfied the conditions of the EMA Learning Agreement from the beginning of term.

The Learning Agreement should be completed by the student and countersigned by the Parent/Carer and the attending school EMA contact. This fully completed Learning Agreement should be retained by the school and a copy of this emailed to the EMA Department which will allow payments to be commence. Please note that no payments will be made until a fully completed Learning Agreement has been received by the EMA Department.

When a Learning Agreement is processed, it will be assumed that you have read all of the attendance conditions and any non-attendance/lateness prior to signing your Learning Agreement will be counted as such if you are eligible to be backdated for any payments.

The main conditions in each Learning Agreement are:

- maintain 100% attendance from the start of the term in which you became eligible
- attend for at least 21 guided learning hours per week
- arrive at school, registration and classes on time daily (a student should receive a warning after 5 late comings have occurred, thereafter, if a student has a further two late comings in any one week the EMA payment will be stopped for that week)
- give immediate notification of the reasons for any absences
- follow, in full, the course and assessment requirements for the course of study outlined
- that your standard of behaviour matches the school's discipline policy
- that you work hard to succeed in achieving the agreed targets

### **DURATION OF ALLOWANCE**

Payment of an EMA will normally be restricted to a maximum period of 3 years from the first valid application and recipients should be between 16 and 19 years old. However, some young people identified as "vulnerable" or with additional support needs may be entitled to receive 3 years EMA support over a period of 4 years.

It is possible for a young person to study for one year, take a year out, then re-enter full-time non-advanced study and still receive two years' EMA funding.

### **ATTENDANCE REQUIREMENTS**

EMA is a weekly allowance requiring 100% attendance at all timetabled sessions. Part payments for part attendance will not be made. However, absences authorised by the educational provider where there is good cause for absence should be treated as attendance for EMA purposes.

#### **Authorised Absence**

The following are examples of authorised absence:

- ill health (please see note on medical certificates)
- attendance at the funeral of a close family relative when leave is granted prior to the funeral
- the breakdown of the student's method of transport
- attendance at a court hearing or probation meeting
- authorised school/college activities
- religious holidays, by prior arrangement

**Note:** holidays taken within term time cannot be considered as authorised absence, except in the case of pre-determined religious holidays.

#### **Absence due to ill health**

For attendance purposes the school session is divided into 3 termly reporting periods. In a reporting period students may self-certify for up to five days absence (forms are available at schools for this purpose) and should be supported by a parental letter confirming the illness. Where absence extends beyond five days, students are required to produce a medical certificate as documentary evidence that they were unfit to attend school due to ill health. A medical certificate should only be obtained from GPs if students have been absent due to illness for a period more than 5 consecutive working days, e.g. Monday – Friday, i.e. 7 days including the weekend. As GPs are not obliged to provide medical certificates this may have to be at the student's own expense. In view of this an additional form of acceptable evidence is a copy of a doctor's prescription.

A medical absence that extends over a period of 3 weeks will be the subject of review. Individual circumstances will be taken into account.

#### **Lateness**

Habitual lateness will also be taken account of under the heading of 'attendance' and may lead to a review of payment of EMA. A student will receive a warning after being registered late 5 times, thereafter if a further two late registrations occur in any one week, the EMA payment will be stopped for that week.

#### **Students on Work Experience Placements during Term Time**

These students will continue to receive payments, but only if the work experience placement is a pre-arranged integral part of the course, takes place during term-time, and the young person does not receive a wage. In such circumstances this period of work experience would have been recorded on their EMA Learning Agreement, either at the outset of the course or as soon as it was arranged.



## Exam Preparation

Revision periods leading up to exams are counted as attending, as long as they are in term time and recorded in the Learning Agreement as soon as they are arranged. These will generally be timetabled as study time.

## WITHHOLDING PAYMENTS

The local authority may discontinue EMA payments where attendance criteria are not met and/or information supplied by the school states that the student has failed to meet the agreed targets outlined in the student's Learning Agreement.

## LATE APPLICATIONS

### Autumn Intake (pupils eligible from August 2018):

If an application is made by **30 September 2018**, payments may be backdated to the beginning of the academic year, if the student meets the eligibility requirements. If the application is received after this date the award will only start from the week it is received by this office.

### Winter Intake (pupils eligible from January 2019):

If an application is made by **28 February 2019**, payments may be backdated to the beginning of the January term if the student meets the eligibility requirements. If the application is received after this date the award will only start from the week it is received by this office.

In all cases, the onus is on the student to prove that he/she has satisfied the conditions of the EMA Learning Agreement from the beginning of that term. Arrears will not be considered for any previous term.

The cut-off date for processing any applications for academic year 2018/19 is **31 March 2019**. No applications will be processed after this date.

## APPEALS

Applicants who are refused an Education Maintenance Allowance may lodge an appeal.

An applicant must lodge an appeal within 1 calendar month of the date of the letter that advises them they are not eligible. The appeal is to be made through the Local Authority who will consider any additional evidence provided by the applicant.

Appeals must be lodged in writing and sent to:

EMA Department  
Argyll House  
91 Alexandra Parade  
Dunoon  
PA23 8AJ

stating the reason for the appeal and be accompanied by any relevant additional evidence or information. Such evidence may be clarification of household income, written confirmation from employers if available, or a benefits statement if not already provided.

All such evidence is to be considered confidential under the terms of the Data Protection Act and treated accordingly.

The Appeals Process should take no longer than 14 days and the student will be notified of the result in writing. Where an appeal is successful the student will receive an Award Letter, Learning Agreement and any original documents supplied with the appeal.

Appeals made subsequent to the student's acceptance on to the EMA programme, e.g. stoppage of a weekly allowance should be addressed at school level.

**Closing date for applications is 31 March 2019. No applications will be processed after this date.**