



## **HUNTERHOUSE COLLEGE**

### **EDUCATIONAL MAINTENANCE ALLOWANCE (EMA) POLICY**

**Date/date Reviewed: 2020**

**Date Ratified: October 2020**

**Previous: 2009**

**Next Review due: 2023**

This policy is available in pdf format from the College website

[www.hunterhousecollege.org.uk](http://www.hunterhousecollege.org.uk)

or on request from the College Office 028 9061 2293

[info@hunterhouse.belfast.ni.sch.uk](mailto:info@hunterhouse.belfast.ni.sch.uk)

### **Inclusion & Diversity**

The College aims to establish an inclusive community where all students and staff are treated with dignity and respect, regardless of individual differences including, but not limited to, culture, race, religion, beliefs, sexual or gender orientation, appearance, ability or disability.

### **Rationale:**

Hunterhouse College supports the EMA scheme as an incentive for students to return to and remain in Sixth Form after the age at which compulsory schooling ends.

The Educational Maintenance Allowance (EMA) provides financial support for Sixth Form students. It is a means-tested weekly allowance, paid fortnightly, according to the student's attendance.

### **Aims:**

The following aims underpin the College's policy and practices:

- Continue to seek the highest possible attendance of an individual student
- Set an annual attendance target of at least 95%, with authorised absences, to meet the standard set by the NI grammar school average
- Continue to develop and embed a programme for rewarding good and improved attendance at an individual level
- Ensure that students applying for and/or receiving EMA, their parents/carers and staff are aware of the strong link between attendance and academic achievement
- Develop clear procedures for maintaining accurate attendance data and for the monitoring of individual attendance and the setting of associated targets

### **Definitions:**

### **Roles and Responsibilities:**

- The College will inform Year 12 students about the EMA scheme during the summer term. Students who enrol in the Sixth Form will also be informed about the scheme.
- The College will ensure that EMA students are made aware of how the scheme operates within the College.
- Students are encouraged to obtain an EMA Application Pack as soon as they have decided that they are *intending* to return to the Sixth Form. **It is the student's responsibility to obtain and complete an application form.** Application packs are available from the College, Further Education establishments, libraries and Job Centres.
- The EMA Scheme Provider should be contacted for all queries regarding applications or eligibility. The College is not responsible for completing applications or making decisions regarding a student's eligibility.
- Students are required to notify the College about any changes in their personal circumstances which may affect eligibility for EMA purposes.
- The EMA scheme provider notifies the College of students who have been awarded an EMA.

- EMA students must agree and sign the Learning Agreement Part 1 (see Appendix I) and abide by the College's Attendance Policy in order to receive their weekly payment.
- EMA students must agree and sign the Learning Agreement Part 2 (see Appendix II), meet their learning objectives and attend review meetings in order to receive their bonus payments.

#### Procedures:

- Students should apply for an EMA as soon as they have decided that they are intending to return to the Sixth Form.
- The teacher with responsibility for coordinating the EMA scheme within the College (The Head of Sixth Form) will discuss the Learning Agreement Part 1 with all EMA students. EMA students sign the Learning Agreement Part 1 as soon as they have been accepted onto the scheme in Year 13, and when they return to school in Year 14 having successfully completed Year 13 and been accepted, or re-accepted, onto the EMA Scheme.
- The Attendance Officer/EMA Administrator will print out an official register for all EMA students at the end of each week. The Head of Sixth Form and the Attendance Officer/EMA Administrator will consider the register and authorise payment for eligible students:
  - Students with **full attendance** for a week will have their EMA payment approved for that week.
  - Students with one or more **unauthorised absence** (see Attendance Policy) in any given week are **not eligible to receive the EMA payment for that week**.
  - Students with **authorised absences** (see Attendance Policy) will have their weekly payment approved at the discretion of the Head of Sixth Form **provided their level of attendance is  $\geq 95\%$**  (NI grammar school average).
- The Head of Sixth Form will discuss the Learning Agreement Part 2 with EMA students and explain the learning objectives. The EMA student must then agree and sign the Learning Agreement Part 2 and meet the learning objectives to qualify for a bonus payment.
- Form Tutors will monitor the progress of EMA students towards meeting their learning objectives and hold review meetings. Information will also be collected from subject teachers. Form Teachers will assess whether the student has met their learning objectives and recommend a student to the Head of Sixth Form for a bonus payment. The Head of Sixth Form will authorise a bonus payment, if appropriate.

#### Payments:

All queries regarding payments should be addressed through the EMA Scheme Provider.

**Appeals Process:**

Students have the right of appeal in two circumstances:

1. Appeals against the initial EMA entitlement decision. This appeal is to the Scheme Provider only.
2. Appeals against decisions regarding non-authorisation of a bonus or weekly payment. This appeal is to the College only and should be made in writing to the Sixth Form Senior Manager who will review the process by which the decision for non-authorisation was reached by the Head of Sixth Form and if appropriate will convene an Appeals Panel consisting of the Principal and up to two other senior members of staff (excluding the Head of Sixth Form). There is no right of appeal to the scheme provider and the College's decision following the appeal is final.

**Linked Documents:**

Attendance Policy

Positive Behaviour Policy

Student Progress Policy

## Education Maintenance Allowance (EMA) EMA Agreement Form 2019/20

This form is your Learning Agreement

### Part 1

School/College name	<input type="text" value="HUNTERHOUSE COLLEGE"/>						
Student name	<input type="text"/>						
Student date of birth	<table border="0"> <tr> <td>Day</td> <td>Month</td> <td>Year</td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </table>	Day	Month	Year	<input type="text"/>	<input type="text"/>	<input type="text"/>
Day	Month	Year					
<input type="text"/>	<input type="text"/>	<input type="text"/>					
Customer reference number	<input type="text"/>						
Additional information	<input type="text"/>						

### Student Agreement

#### PLEASE READ THIS AGREEMENT CAREFULLY

We can only progress your application for EMA if your school or college has confirmed that you have signed and dated this agreement.

- I confirm that the information I have previously submitted is still correct and that I have notified any changes thereto in accordance with my original application terms.
- I understand that any attempt to dishonestly obtain EMA shall be treated as fraud and may result in criminal and/or civil proceedings against me.
- I understand that as part of the EMA, the information which I have provided may be subject to review as part of a sample check.

### Consent to share

Do you (the student) consent to your school or college sharing your information with your parent(s)/guardian(s) or partner?

☐ Yes ☐ No

### Course Details

**TEACHER/FORM TUTOR ASSESSMENT OF LEARNING OBJECTIVES**

Student Name \_\_\_\_\_ Form \_\_\_\_\_ Date \_\_\_\_\_

Course / Form Group \_\_\_\_\_

Teacher (s) Name(s)/Form Tutor Name \_\_\_\_\_

The student understands that she must meet all the listed objectives to receive the bonus payments due in January and June.

	<b>Objectives</b>	<b>Met</b>	<b>Almost Entirely Met</b>	<b>Only Partially Met</b>	<b>Not Yet Met</b>
<b>1.</b>	Shows good behaviour and respect to teachers and fellow students at all times.				
<b>2.</b>	Complete all coursework/ homework and arrive on time to all classes.				
<b>3.</b>	Participate in classroom activities.				
<b>4.</b>	Attend all course assessments.				
<b>5.</b>	Make a reliable contribution to Sixth Form duties.				
<b>6.</b>	Comply with school rules and regulations.				
<b>7.</b>	Attend all Mentoring sessions arranged with teachers/form tutors.				
<b>8.</b>	Inform school if her personal circumstances change or if she decides to change course.				

Explanatory Comment regarding objectives which have not been met	
Objective Number	Comment
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
*Teachers who should make an assessment in October and in February include all subject teachers, enrichment module teachers, Form Tutors and Head of Sixth Form.	

### EMA Review of Learning Objectives for Bonus

I, \_\_\_\_\_ (*student's name*) have attended a review of my Learning Agreement and have been fully consulted about the decision regarding my bonus payment for June 2020.

***To be completed by the Student:***

**Print Name:** \_\_\_\_\_ **Signature:**

\_\_\_\_\_

**Date:** \_\_\_\_\_

***To be completed by Mentor or Head of Year:***

**1. Recommended for Bonus Payment:** Yes  
(to be completed by Mentor)

☐

Refer to HOY

☐

**Print Name:** \_\_\_\_\_ **Signature:**

\_\_\_\_\_

**Date:** \_\_\_\_\_  
Mentor

**Job Title:** Sixth Form

☐☐

**2. Bonus Payment authorised:** Yes                      No  
(to be completed by HOY)

**Signature:** \_\_\_\_\_ **Date:**

\_\_\_\_\_

**Job Title:** Head of Sixth Form