

# Education Maintenance Allowance (EMA)

- What is it?
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# What is EMA?

- An Education Maintenance Allowance (EMA) is an allowance of up to £30 per week payable to eligible young adults who stay on in full-time education at school or college after their 16<sup>th</sup> birthday. It can be paid for a maximum of 3 consecutive years.
- The young person has to satisfy attendance requirements and also, they have to complete a Learning Agreement (LA) – a contract between the young person and their school or college before payments can be issued.
- It is the responsibility of the young adult applying to approach their school in regard to completing their Learning Agreement.



# Who can apply?

- eligibility criteria
  - Date of birth
    - Academic year 2009-2010
    - If you are 16 years of age or over before **30 September 2009**, you may be eligible for an EMA from the beginning of school term.
    - If you are 16 years of age between **1 October 2009** and **28 February 2010**, you may be eligible for an EMA from January 2010



# The income thresholds for students who have not received EMA before Academic Year 2009/2010:

Income	No. of dependent children in the household	Award
£0-£20,351	1	£30
£0-£22,403	2+	£30

# The income threshold for students who have received EMA before Academic Year 2009/2010:

Household Income	Weekly Payment
Less than £22,403	£30
£22,403 - £27,465	£20
£27,466 - £33,156	£10
Over £33,156	NIL

# Who can apply?

- Learning over 21 hours per week
  - This means guided learning hours within class time. It can also include study leave, projects and work experience, at the discretion of the school. The young adult must be engaged in educational activities related to his or her course of study during this time
- Residency
  - To be eligible for an EMA students must meet the nationality and residency requirements of the scheme. More information on this can be obtained from the EMA Unit. Assessment is made on individual cases with regards to eligibility.



# How do I apply?

- Pick up an application form from your school or from a service point.
- The earlier you apply, the earlier we can process your application. There are deadlines and cut-off dates given on the form and you must stick to these – if you miss certain deadlines you could be missing out on money!
- Complete all the relevant sections, and gather together the necessary documents. There are sections for completion by parents/carers.
- Sign the form (yes, really, it is something many applicants forget to do!).



# How do I apply?

- Send the form to the address given on it. You will receive a letter confirming receipt of your application and returning any original documents submitted.
- If we need further information or have queries we will contact you directly.
- Finally, once we have all your paperwork and relevant information, we will write to you to confirm if you have been given an award, from what date, and at what amount. You'll need to take this letter to the school along with your signed and completed LA to activate your payments.



# How much do I get, and how often?

- Weekly Payments for those who **have not** received EMA before Academic Year 2009/2010
  - **£30** for household income **£0 - £20,351** (single dependant child)
  - **£30** for household income **£0 - £22,403** (2+ dependant children)
- Weekly Payments for those who **have** received EMA before Academic Year 2009/2010:
  - **£30** for household income less than **£22,403**
  - **£20** for household income **£22,403 – £27,465**
  - **£10** for household income **£27,466 - £33,156**
  - **Nil** for household income over **£33,156**
  - Bonuses of £150 each may be paid to those eligible in February and July. These bonuses will take into account progression/ attainment measured against the Learning Agreement.





# Payments

- Payments are fortnightly, in arrears – the earlier you get your application form in to the EMA Unit, along with all the documents required, the earlier we can assess your application. The first possible payment date will be 11 September 2009. In order to meet this payment date you will need to have your award letter and your Learning Agreement signed and completed and taken in to school by mid-September.



# What do I do if I'm sick?

- If you are sick for less than 5 whole days:
  - Fill in a “Sickness/Absence certificate”
  - Hand this in to your registration teacher or the school office
  - If you do not do this within 3 days of returning to school, your EMA payment for the week(s) in question will not be made

- If you are sick for more than 5 consecutive school days (7 days including weekend)



- Fill out a “medical certificate” with your name, address, D.O.B, date of consultation and first day of absence
- Take this to your doctor to sign and enter your expected return date to school
- If you are unable to get a “Medical certificate” then a “Sickness/Absence Certificate” must be submitted instead
- If you do not submit the relevant form within 3 days of returning to school, your EMA payment for the week(s) in question will not be made

# Is there a catch?

- Simple answer – no, but there are details you must be aware of when you sign up for EMA:

- **Learning Agreement**
- **Terms and Conditions**
- **Attendance**

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- Attendance- - - - ->
- Learning goals

- Also, do remember to keep your paperwork in a safe place – you will need to refer to them at a later date

