

Educational Maintenance Allowance

RATIONALE

This policy exists to provide a framework for supporting students/parents within sixth form at St Cecilia's College who are entitled to and apply for Educational Maintenance Allowances (EMA)

PURPOSE

- To ensure all students in sixth form education are aware of EMA and the conditions of the application.
- To ensure that all students are able to access the application
- To ensure that all successful applicants are aware of the school's policy regarding payment
- To ensure provision of support for students/parents as appropriate under the conditions of EMA

ROLE OF HEAD OF SIXTH FORM (EMA CO-ORDINATOR)

The Role of Head of Sixth Form in relation to the Co-Ordination of EMAs should be made clear to all students and staff from the beginning of term. With reference to the Guidance for Schools and Colleges, the EMA Co-Coordinator will undertake to:-

- Raise Awareness of the EMA Scheme and ensure parents and students are aware of the EMA Contract conditions and agreements part 1 (see appendix 1) and part 2 (appendix 2)
- Liaise with Careers Department to ensure that students receive balanced advice on EMA and other financial support
- Liaise with Form Tutors and the Careers Department to help students develop financial management skills. This will be embedded within the personal development programme for Year 13.
- Distribute marketing materials and application forms to our pupils and encourage response, including reapplying in subsequent years where appropriate.
- Provide advice and assistance to pupils and their families during the EMA application process
- Ensure that the correct conditions have been satisfied in connection with the EMA application
- Ensure that Contract Part 1 and Contract Part 2 are signed by all relevant parties as soon as possible after the start of the School Year and bonuses are signed for in January/June.
- Operate effective systems to monitor attendance and whether students have conformed to the terms of the EMA contract
- Ensure that all systems are auditable.

GUIDELINES/PROCEDURES

Student

- Complete application, in line with EMA guidelines
- Comply with the objectives listed in the EMA Learning Agreements
- Report to Form Teacher daily to get marked in and provide notes for any absences

Form Teacher

- Ensure registers are marked in Lesson Monitor
- Retain absence notes for Form Class
- Check and return weekly attendance report to office
- Inform office of any changes to Lesson Monitor after report has been returned

Head of Sixth Form (EMA Co-Ordinator)

- Issue EMA policy/agreements to students
- Ensure all agreements are signed at beginning of year
- Ensure all bonus agreements are signed in January/June

This policy was last reviewed by Leadership Team: November 2013