

Education Maintenance Allowance

Terms & Conditions



Education &
Children's Services

Please read the Terms and Conditions below before submitting an application. The Education Maintenance Allowance is paid subject to the fulfilment of these terms and conditions.

1. Applications can only be accepted where the applicant has reached the statutory school leaving age.
 - *If the applicant is legally allowed to leave school after Summer (full award), they should apply from the preceding June.*
 - *If the applicant is legally allowed to leave school after Christmas (part award), they should apply from the preceding December.*
2. If an application is received with documentation missing, correspondence will be sent requesting said documents. These documents must then be returned within three weeks. **If the documents have not been received in this office within the three week timescale the applicant will be required to re-apply and this may result in the loss of EMA payments.**
3. In extreme circumstances, eg parental redundancy, awards can be based on current incomes and a provisional award can be made.
4. Successful applicants must complete a Learning/Activity Agreement and adhere to the terms of the Agreement or EMA payments will be stopped immediately without notice.
5. Successful applicants must attend school for a minimum of 21 guided learning hours per week (including study periods) or their placement for an agreed number of hours.
6. Successful applicants will only receive payment for the weeks where 100% attendance (and/or authorised absence) has been maintained.
7. Successful applicants will be entitled to five days sickness-certification (but no more than three sickness absence periods) within an academic term and must adhere to the absence policy. Any other absences must be covered by a medical certificate and authorised by the school on the appropriate adjustment form. A medical certificate may have to be provided at the applicant's own expense.
- 7a. If the doctor's surgery will not issue a medical certificate, a letter from the successful applicant's parent/carer confirming a medical certificate was requested but refused, should be submitted. Also, if appropriate, the tear-off page of any prescription issued should be enclosed with the letter. This will then be treated as an appeal by Pullar House (see Terms & Conditions no. 16).
8. Successful applicants must notify the school office/base as soon as practicable of sickness absence but in any event, by no later than lunch time on each day of absence and advise of reasons for and estimated length of absence. If it is a long-term absence, the school/base must be notified on the first day of absence of the reason for and estimated length of absence. On return to school/placement, the applicant should obtain and fill in a sickness-certification form and **return it to the school/base within 3 working days** or payment may be suspended.
9. Payment may be stopped for late attendance. Late attendance for school students is defined as late or very late.
 - **Very late** is arrival at school after 10.30 am for morning attendance - weekly payment will be stopped for that week if any "very late" arrivals are incurred.
 - **Late** is arrival after start time but before 10.30 am for morning attendance - weekly payment will be stopped for that week if 2 or more late arrivals are incurred.
10. Payment may be stopped for poor conduct that is - where an applicant is not complying with the discipline policy, the school/base can contact Education & Children's Services and request that the EMA payments be stopped for that pupil.
11. Payment may be stopped for poor progress. EMA payments can be stopped if the school/base advises that the applicant has not made progress with their studies/placement.
12. Payments to EMA applicants will be made on a 2 weekly basis (unless notified otherwise) and will be paid directly into the applicant's bank account. EMA awards will not be paid into the bank account of any other person.
13. Successful applicants should check with their own bank in the first instance to ascertain when/what EMA payments have been paid into their bank account for the relevant period.
14. Successful applicants who call to make enquiries must provide their EMA number and/or date of birth before information can be provided.
15. Successful applicants agree that any EMA overpayment can be recouped in full or in part from subsequent EMA payments.
16. Appeals against any decision must be lodged in writing to Education & Children's Services within 1 calendar month of that decision.
17. A new application will have to be submitted at the appropriate time for each year of academic study.
18. Scottish Ministers reserve the right to amend the terms of the scheme at any time.

Please retain this document for your reference