

# PORTFIELD SCHOOL & SATELLITE CENTRES



## POLICY DOCUMENT FOR FOR EDUCATION MAINTENANCE ALLOWANCE



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## **REVIEW OF POLICY**

This Policy will be reviewed in line with Portfield School's procedures on a biennial basis and has been agreed by Governors.

This policy was adopted by:

Headteacher ..... Date .....

Chair of Governors ..... Date .....

## Portfield School Mission Statement

Working together    Learning together    Achieving together

At Portfield School we strive to

- Create a happy, safe, supportive and stimulating learning environment
- Value everyone
- Develop everyone's personal, social, emotional health and wellbeing
- Promote relevant academic and vocational skills
- Meet individual needs through an imaginative and flexible approach
- Enable all learners to achieve their full potential

UNCRC United Nations Convention on the Rights of the Child

- Portfield School places the values and principles of the UNCRC at the heart all policies and practices
- Portfield School is a Rights Respecting School

# **Portfield School**

## **Policy for Payment of EMA (EDUCATION MAINTENANCE ALLOWANCE)**

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You will receive all your weekly payments if you meet the requirements set out below. These requirements are:

- **100% attendance throughout the academic year**
- **Good Behaviour**
- **Complete all work and coursework**

If absence is not authorised, there will be no payment for the week in question. All of the week's payment will be lost; the scheme does not allow part-payments for the weekly allowance. You need to apply for authorised leave in advance before taking time off for any of the following reasons. Failure to apply for leave in advance will result in your EMA payment being stopped for that week. You must contact the Deputy HT at least 24 hours before any planned period of absence.

### **AUTHORISED LEAVE IN ADVANCE**

- Medical appointments that cannot be arranged outside school hours, e.g. hospital appointments which are supported by an appointment card
- Religious festival
- An unpaid work experience placement that is an integral part of your course
- Participation in extra curricular *activity on behalf of your school*, e.g. drama or sport, at a regional or national level
- Attendance at the funeral of a relative or close friend

We recognise that on certain occasions you may not be able to attend school through circumstances that are beyond your control. These absences may be treated as authorised providing you notify the Sixth Form Tutor on the day of the absence. **Failure to notify the School by 09.30 on the 1<sup>st</sup> day of your absence may result in your EMA payment being stopped for that week.**

**Except in very exceptional circumstances, students will only be allowed a maximum of 10 paid absences in one school year (September to July).**

**OTHER ABSENCE THAT MAY BE AUTHORISED**

- Emergency situation of a family member, e.g. sudden, severe illness
- Transport problems
- Routine/Emergency dental/doctors appointments
- Short periods of sickness authorised by parental/medical evidence. (If a pattern of sickness emerges then it will be necessary to discuss this with the School).

**UNAUTHORISED ABSENCE**

The following are some examples of absences and will be treated as unauthorised by the school and will result in your weekly EMA payment being stopped. This is not an exhaustive list and the school reserves the right to make judgement on what counts as unauthorised absences.

- Holidays
- Leisure activities
- Birthdays or similar celebrations

**HOW DO I APPEAL IF THE SCHOOL HAS STOPPED PAYMENT?**

- The school may stop payment if you have not met the terms and conditions of the EMA Contract, which you have signed.
- If a payment to you is stopped the school will explain clearly why this has happened.
- Non-payment is not always due to non-attendance. It can be for persistent lateness, your work not being up to an acceptable level. All these requirements are listed in your EMA Learning Agreement, which you signed and your parents/guardians have seen.
- If you are not happy with the reasons for the non-payment of your EMA you have the right to appeal.
- If you wish to exercise your right to appeal you should contact the Head or Deputy Headteacher.

- Your appeal must be lodged in writing within 10 working days of non-payment of the EMA.
- The following information should be included in the letter:
  - The full reason for the appeal
  - Any documentation you wish to present as evidence
- An appeal will normally be dealt with within 5 working days.
- The appeal will be handled in the school by Mr Paul Hughes at Senior Management level.
- At the appeal you will have the opportunity to present your case.
- The Appeal Manager's decision is final and binding on all parties.
- If your appeal is successful you will be eligible for back payment.

Please retain this information for future reference and return the signed agreement form overleaf to school.