



Education Service

Education Maintenance Allowances (EMA)

Information Booklet

Including:

- **Learning Agreement**
 - **S6 Pupils**
- **What do I do if I do not receive a weekly payment?**
 - **Conditions of Award**
 - **Payment Dates**

Now that you have been awarded an Education Maintenance Allowance it is in your interest to read these notes carefully and comply with the instructions. Failure to do so may result in delays in your payments.

Learning Agreement

Awards which have Learning Agreements outstanding for an unacceptable amount of time will be cancelled and a new application will be required. This may result in a loss of payment.

S6 Pupils

S6 pupils are considered to have completed their course after the date of their last exam. S6 pupils have no timetabled classes after the end of official study leave and are therefore no longer eligible for weekly payments.

What do I do if I do not receive a weekly payment?

Due to the volume of enquiries that we receive, we are only able to answer queries about non-payment after you have checked the following:

- Have you returned your signed Learning Agreement
- Have you been late / absent from school, please check your attendance with your form / registration teacher
- Remember that EMA payments are only made where you have 100% authorised attendance

When contacting this office it would be helpful if you could give details on when you last checked your attendance and your bank account. At this stage we would recommend contacting us by email at ema@stirling.gov.uk as this allows us to investigate your non-payment.

You have been granted an EMA as shown in the enclosed letter of award. The award is made subject to the following conditions.

Conditions

1. You must have a completed EMA Learning Agreement signed by yourself, your parent and by the Educational Establishment you will be attending.

Note : Learning Agreements for Session 2018/19 should be returned by 31 March 2019. Payments for Learning Agreements received after this date will only be made from the date of receipt of the Learning Agreement.

2. You must have 100% attendance in any one week to receive payment for that week. Absences must all be notified before or on the first day of absence. Medical absences of five or less days must be covered by a written note from parent/guardian. A maximum of five days self certified absence days will be accepted in any academic year. Absences beyond this must be covered by other evidence, e.g. a prescription, medical certificate from doctor. Medical absences of more than seven consecutive days (five school days), must be covered by a medical certificate from your doctor. In some cases this may not be forthcoming, however, the decision whether to obtain a certificate for which a fee is payable, will be for the pupil or their family to make - without the appropriate paperwork you may not get paid.
3. If you are late on two or more occasions (am or pm) in any one week, payment will be withheld for that week.
4. The award will continue to be paid only if reports on your attendance, behaviour, work and progress are satisfactory.
5. You should not be in receipt of any maintenance award from any other source.
6. If for any reason your award is overpaid you will be requested to refund such overpayment to the Authority.

The EMA is a weekly amount, paid fortnightly, two weeks in arrears - (entitlement will be paid into bank account two weeks after the end date of the two week period of attendance) – details of 'Payment Dates' on back page of this booklet. The number of payments will vary depending on your actual attendance at school.

Payment Dates – Session 2018/2019

If you are in receipt of an EMA from August 2018

School Date W/B	School Date W/B	No. of weeks	Payment Date
20 August 2018	27 August 2018	2	7 September 2018
3 September 2018	10 September 2018	2	21 September 2018
17 September 2018	24 September 2018	2	5 October 2018
1 October 2018	8 October 2018	2	19 October 2018
15 October 2018 No payment – Note 1	22 October 2018	1	2 November 2018
29 October 2018	5 November 2018	2	16 November 2018
12 November 2018	19 November 2018	2	30 November 2018
26 November 2018	3 December 2018	2	14 December 2018
10 December 2018		1	21 December 2018
17 December 2018	24 December 2018 No payment – Note 2	1	11 January 2019

If you are in receipt of an EMA from January 2019

31 December 2018 No payment – Note 2	7 January 2019	1	18 January 2019
14 January 2019	21 January 2019	2	1 February 2019
28 January 2019	4 February 2019	2	15 February 2019
11 February 2019 No payment – Note 3	18 February 2019	1	1 March 2019
25 February 2019	4 March 2019	2	15 March 2019
11 March 2019	18 March 2019	2	29 March 2019
25 March 2019	1 April 2019 No payment – Note 4	1	12 April 2019
8 April 2019 No payment – Note 4	15 April 2019	1	26 April 2019
22 April 2019	29 April 2019	2	10 May 2019
6 May 2019	13 May 2019	2	24 May 2019
20 May 2019	27 May 2019	2	7 June 2019
3 June 2019	10 June 2019	2	21 June 2019
17 June 2019	24 June 2019	1	5 July 2019

Notes

1. Week beginning 15 October – no payment due to October holiday week
2. Week beginning 24 December & 31 December - no payment due to Christmas holiday period (EMA is only paid in weeks with attendance of 3 days or more)
3. Week beginning 11 February – no payment due to local holidays/staff development days
4. Weeks beginning 1 April and 8 April – no payment due to Easter holiday period

Please note : Payment dates may require to be changed at short notice. Updated dates will be available on the Stirling Council website