



## Penglais School

### Education Maintenance Allowance (EMA)

#### Conditions

This list of rules and regulations concerning EMA has been shown to the student named overleaf (and a copy given to the student) and forms part of the EMA scheme at Penglais School. The student's attendance, performance and behaviour will be monitored to ensure that the student is entitled to EMA.

The student must attend all timetabled classes, including Welsh Bac and reviews, during a week to be entitled to the weekly EMA payment. The student must be aware that a single unauthorised absence will mean that the EMA for that week will be stopped.

EMA payments are only made during the School term and not during holidays.

If the student is absent from School an explanation should be provided by phone on the first day - 01970 621163. If the student is absent for more than 5 days we will need a note from a doctor. High levels of authorised absences will be investigated and further supporting evidence may be required.

It is our policy to regard all absences as UNAUTHORISED until they are explained. Unauthorised absences include holidays during term time. Persistent lateness is also regarded as unauthorised absence. If the student needs to be away from School then permission must be gained in advance - for example for open days or to attend a wedding / funeral.

The student will need to sign a Learning Agreement with us and providing he/she keeps to the agreement, will receive the weekly payments. If the student fails to keep the agreement, for example, skips lessons, if behaviour is causing concern, or if the student fails to hand in the required work to teachers, then payments will be withheld.

If the student's EMA payment is stopped it is his/her responsibility to discuss the matter with Mrs Donna Owen within a week of the event. If the payment is reinstated, for example because the student can explain the absence, it may take two weeks for the payment to reach his/her account. If reinstatement of the payment is refused, the student may appeal to their Head of Year who will consider the documentation and his/her decision will be final.

Mr M D Brown, Headteacher



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### Learning Agreement

Name: \_\_\_\_\_

#### LEARNING AGREEMENT

I agree to:

- (a) Attend punctually lessons, meetings, course activities, examinations and reviews arranged by the School staff;
- (b) Comply with the School's Code of Conduct and Uniform regulations;
- (c) Complete all class work and homework within the agreed timescales;
- (d) Participate in classroom discussions, activities and teamwork exercises

I have read and understood the EMA STUDENT REGULATIONS AND PROCEDURES AT PENGLAIS SCHOOL. I agree to attend my courses according to the rules of attendance at Penglais School. I understand that I must sign this agreement to receive my weekly allowance.

Signature: \_\_\_\_\_

#### PENGLAIS SCHOOL CONDITIONS

The requirements and conditions of this agreement have been fully explained to this student whose compliance with the requirements of this agreement will be closely monitored and, if necessary, payment will be stopped. I undertake to explain to this student why I have decided to stop or suspend payments provided I am approached within 5 days of the payment not being made. If I am able to resolve the issue on the basis of any additional evidence submitted then I will re-instate payment, otherwise my original decision will stand. It has been explained to the student that their Head of Year will consider an appeal against my suspension of any payment and that their decision will be final.

Mrs D M Owen, Key Stage Manager

(On behalf of M D Brown, Headteacher)