



"Opening doors to the future"

CYNGOR BWRDEISTREF SIROL MERTHYR TYDFIL

MERTHYR TYDFIL COUNTY BOROUGH COUNCIL

GREENFIELD SCHOOL

EMA POLICY

Wayne Murphy, Head Teacher.
Rachel Faulkner, Deputy Head - Standards
Carol Conway, Deputy Head - Wellbeing
Gwyn Daniels - Assistant Head



' Opening Doors To The Future ' ' Agor drysau i'r dyfodol'

Original Completion Date

January 2015

Author

Eve Williams, Teacher

MONITORING THE POLICY

This policy will be reviewed bi-annually unless change of circumstances or legislation requires it to be amended earlier.

Signed: Date:

Head teacher

Signed: Date:

Chair of Governors

Review Date

Author

Our Vision

'To open doors to the future'

Our Mission Statement

That children, staff, parents, carers and all stakeholders work actively in partnership to enable all pupils to realise and reach their full potential.

Aims

- For pupils to operate as independent learners and thinkers
- To inspire a love for learning
- To provide a relevant curriculum for all
- For pupils to value themselves
- To foster a sense of belonging to a community

Our Values

- We create
- We respect each other
- We try our best
- We are a team
- We learn from mistakes
- We celebrate each other's success
- We are polite and considerate
- We produce magic moments

We want every child to be safe and happy in our school. We believe that the key to this is for us all to have self-respect, respect for others and respect for property.

Everyone has the right to:

- Feel safe, cared for and respected.
- Be able to learn to the best of his/her ability and to develop whatever skills he/she possesses.
- Be treated equally irrespective of gender, race, physical characteristics or any other factors.
- Learn and play without disruption.

Everyone is expected to:

- Be responsible for their own behaviour
- Respect the rights of others
- Share our values

Policy for Payment of EMA
(EDUCATION MAINTENANCE ALLOWANCE)

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

These requirements are:

- Show good behaviour at school and in college and show respect to my teachers and fellow students.
- Complete all course and homework within the set timescales and arrive on time, attending all lessons.
- Participate in classroom activities.
- Attend internal and external examinations.
- Comply with school and college rules.
- Attend progress review meetings.
- Attend school every day.
- 92% attendance and above.

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 Head Teacher 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 extracurricular activity on behalf of your school, e.g. drama or Sport, at a regional or national level.
- Attendance at a probation meeting.
- 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 school on the day of the absence.

Failure to notify the School by 09.00am on the 1st 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
- 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
- Routine check-ups at dentist/doctor

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 Head teacher.
- 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 Miss Faulkner 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.