



EMA Procedures 2010 - 2011

EMA weekly payments are made automatically to students with 100% attendance and punctuality as a contribution towards their travel, lunch, books and other educational costs. Any unauthorised absence will result in non-payment for the week in question.

A minimum of 2 full College days attendance per week is required to be considered for the weekly payment.

Authorisation of Absence

For absences to be authorised, the following procedures must be followed:

- A call to the College by the student concerned, or their parent/guardian on **each** day of absence on the 24/7 voicemail absence line: **01708 514407** is required.
- (Calls to any other lines may not be received by the EMA Administrator and therefore can not be taken into consideration).
- The caller should give the name of the student, tutor group and the reason for absence.
- In the event of an emergency appointment, **a call will only be accepted by the parent(s)/guardian(s) on the day and not the student.**

Please Note

The College makes the weekly payment 2 weeks in arrears.

- Students must check their own attendance marks on the College system. It is the students' responsibility to check their attendance regularly. Marks may be amended up to 2 weeks after the lesson took place and must be queried directly with the appropriate tutor.
- Students must regularly check their College e-mail accounts as all contact regarding EMA takes place through this electronic system. The EMA Administrator's e-mail address is EMA_Administrator@havering-sfc.ac.uk. Should you ever temporarily lose access to the College e-mail system, please put any queries in writing and hand into the Registry Dept D11 at the back of the Refectory.
- The EMA Scheme is contracted between the Government, College and Student.

We are unable to discuss any issues regarding payments with parents unless the student gives us permission to do so.

- Abuse of our staff is not acceptable and will not be tolerated. Any student who uses inappropriate language in any communication with the EMA Administrator, will be dealt with by the College's disciplinary procedures **and may lose their EMA payment for that week.**

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- Up to 2 absences a term will be authorised for payment as long as a call is received on the day. An 'absence' for EMA purposes means non-attendance for **part of a day**, a **whole day** or a **period of continuous absence for sickness**.
- For a full week of non-attendance (whether authorised or not authorised) the weekly payment is not authorised because no expenses have been incurred.
- If a student signs themselves in/out at Reception, this absence will count as 1 of the 2 absences authorised per term.

Once 2 absences have been authorised, no further absences will be authorised for the weekly payments for the rest of the term.

- For students with a registered disability 'reasonable adjustments' under the Disability Discrimination Act will be made. Please see the Student Care Co-ordinator to arrange.
- For students with a chronic illness the College will require medical verification (eg a Doctor's or Hospital letter) about the nature of the illness that might cause more than 3 absences per term. (Such letters may incur a cost to the family). The College will then consider making 'reasonable adjustments' regarding the weekly payments.

Additional Authorised Absences

Where 2 days written/e-mail or absence line notification of an absence is received by the EMA Administrator or the Registry Dept in D11, for one of the following reasons, payment can be made.

- Medical or Dental appointment which cannot be arranged outside College hours (Generally hospital, orthodontist or specialist appointments, **not general medical appointments**)
- A religious holiday – **maximum 3 days per academic year**
- A visit to university open day/interview – e-mail notification to the EMA Administrator is acceptable
- Appointment with Connexions Personal Advisor
- Work experience which is an integral part of the course (unpaid)
- Participating in a College extra-curricular activity eg. sport, drama, music, community service
- Driving test/Theory test (NOT Driving Lessons)
- Attendance at probation or court hearing
- Emergency situations for official carers
- College representatives' meeting (e.g. College Council meeting)

We can not accept notification to a Personal or Subject Tutor.

Exams

- Students are entitled to study leave on the morning of an afternoon examination.
- When an exam finishes – students are expected to attend any timetabled lessons that take place after the end of the exam.

Dropping a Subject

Students must continue to attend all timetabled lessons until a new timetable is received.

If you drop below 12 hours guided learning you will be notified by the EMA Administrator and you will need to be seen by a Senior Tutor.

Lateness

- The College does not authorise payment when a student is late for a lesson once they are on the College site.
- Allowance will be made for period 1 but only on one day in any one given week.
- The EMA Administrator will make allowances if notified **on the day** about transport or other difficulties on the absence line: **01708 514407 (24 hour voice mail 7 days a week and throughout the holidays).**
- A second late mark will result in non-payment. If the College notices a pattern of lateness, EMA payments will be refused.

Cover Lessons

When a student has a Cover Tutor for a lesson, it is the student's responsibility to make themselves known to the Tutor by showing them their Security ID to ensure they are marked as present.

Funerals

The College will consider non-attendance due to funerals in a sensitive manner. Any prior notice would be appreciated.

Amendments to Register Marks

The EMA Manager and EMA Administrator will not accept any amendments made to student attendance that is made more than 2 College weeks after the actual lesson took place. This gives Teaching Staff a chance of remembering who attended.

Criteria for Non-Payment of EMA

EMA is **not paid** to students:

- When a student does not attend their Academic Review Day Appointment
- When a student is suspended from College
- When a student is not allowed into College because they have no ID
- When holidays are taken during term time
- When part time work interferes with attendance

The College reserves the right to decide what is and is not acceptable.

This is how the EMA process works

- Authorised payments are generally received in the student's bank account 4 – 5 days after authorisation. You are advised to check that your EMA money has arrived before you take money out of your account.
- If the payment criteria are not met, a **standard** e-mail is sent to the students concerned.
- If the student wants the reason for non-payment they must e-mail the [EMA Administrator@havering-sfc.ac.uk](mailto:EMA_Administrator@havering-sfc.ac.uk). The EMA Administrator will reply (usually within 72 hours).
- If the student wishes to appeal against the decision of the EMA Administrator, the appeal will be heard by the EMA Manager whose decision is final. The e-mail address of the EMA Manager is available on request via the EMA Administrator.

Final Payment of the Year

The final payment will be made to each student up to and including the last day of their programme or completion of their last exam, whichever is later.

Note: In the case of any Fraudulent Claim students would automatically be reported to the EMA Assessment & Payment Board and payments can be reclaimed by them.

Useful Contacts

Havering 6th Form College Absence Line: 01708 514407 (24/7)

EMA [Administrator@havering-sfc.ac.uk](mailto:EMA_Administrator@havering-sfc.ac.uk) for ema queries

Dfes EMA free helpline for young people and parents: 0800 121 8989