



## FINANCE POLICY AND PROCEDURES FRAMEWORK

### EMA Attendance Procedure

#### 1.0 Purpose

- 1.1 This policy will define the responsibility of each party involved in the use of EMA attendance marking.

#### 2.0 Policy

***Jewel & Esk College will endeavour to provide students with Educational Maintenance Support, under qualifying conditions and within the available cash funding.***

#### 3.0 Scope

- 3.1 This policy applies to staff involved with EMA students.
- 3.2 This policy should be read in conjunction with the College Equality Diversity & Inclusion Policy and its separate Disability, Race and Gender Equality Schemes, and the Educational Maintenance Allowance (EMA) and Bursary Policy and Procedures and the Student Attendance, Participation and Achievement Policy.

#### 4.0 EMA Definition

- 4.1 An EMA is a weekly allowance paid to 16 to 19 year old students.
- 4.2 Payments are made fortnightly by BACS.
- 4.3 Students who qualify and are awarded an EMA may also be awarded two bonus payments of £150.00 (payable in January 2010 and June 2010).

#### 5.0 Conditions of Payments (Allowance & Bonus)

- 5.1 To qualify for allowance payments EMA students must have attended for 100% of the time. Any absences need to be accounted for i.e production of a doctor's certificate.
- 5.2 To qualify for bonus payments a student's Individual Learning Plan review must show satisfactory:
- Attendance
  - Behaviour
  - Progress

Please note that bonus payments cannot be made by Bursary staff without clear authority to do so.

## **6.0 Responsibilities – Bursary / Finance**

- 6.1 To confirm eligibility, Bursary staff are responsible for checking a student's application form.
- 6.2 If 100% attendance is not achieved, Bursary staff carry the authority to suspend EMA payments pending information on unaccounted absences.
- 6.3 Bursary staff will arrange EMA payments (by BACS) directly to the student's bank in accordance with the SFC payment terms, currently every two weeks.
- 6.4 If the student has achieved satisfactory attendance, behaviour and progress, Bursary staff will arrange bonus payments (January and June) on receipt of a recommendation from lecturing staff, via the Learning Manager.

## **7.0 Responsibilities – Academic Staff**

- 7.1 Tutoring staff are responsible for completing the student attendance register, through the on-line class register.
- 7.2 Tutoring staff will send a copy of any doctor's certificate or notification of authorised absence to the Faculty Assistant for scanning onto the Student Records System.
- 7.3 Lecturing staff should contact absent students, in accordance with the Student Attendance, Participation and Achievement Policy.
- 7.4 In December and June of each year, the Class Tutor should review the ILP with their students and make recommendations on bonus payments. The Class Tutor should consider a student's attendance, behaviour and progress. Recommendations for bonus payments should be sent to the Bursary section by the dates shown below, to enable payment to be made.

January Bonus - Deadlines for receipt of payment recommendations to Bursary staff is 8<sup>th</sup> January 2010

July Bonus - Deadline for receipt of payment recommendations Bursary staff is 11<sup>th</sup> June 2010

The recommendations should be made on the Bonus (tutors) spreadsheets which will be sent from Bursary staff at the beginning of January (January bonus) and at the beginning of June (June bonus).

- 7.5 To update UNIT-e with Student Withdrawals from College or transfers to other courses as soon as withdrawal or transfer date is known.

## **8.0 Responsibilities – Student Services Section**

- 8.1 Student Services section are responsible for signing Individual Learning Agreements.

## **9.0 Responsibilities - Faculty Assistants**

- 9.1 To scan all authorised absence evidence eg sick lines, appointment cards, jury service notices etc and attach to the student record on UNIT-e.

## **10.0 Responsibilities – Students**

- 10.1 To achieve 100% attendance in all classes.
- 10.2 To comply with the conditions of the ILA and return their signed learning Agreement to Student Services section.
- 10.3 To explain all non-attendance and provide relevant authorisation such as doctor's certificates.