



GREENFIELD SCHOOL

EMA POLICY



Rhiannon Stephens Davies, Head Teacher.

Carol Conway, Deputy Head

Gwyn Daniels, Deputy 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

04/01/2017

Author

Eve Williams

Our Vision

'To open the doors to the future'

Our Mission Statement

In Greenfield we aim to create a strong sense of belonging within our pupils that extends to our families and local community. We will share in each other's successes and support each other in our aspirations to achieve. Together we will nurture confident, happy and independent pupils who show positive Greenfield values as they continue their journeys into the future.





Aims

- To develop pupils' communication skills
- To use technology to impact positively upon quality of life
- To develop pupils' independence and ability to communicate their choices
- To inspire a love for learning
- To provide a meaningful curriculum for all
- For pupils to value themselves and others
- To try new things and overcome challenges
- To foster a sense of belonging to a community
- For pupils to develop an increasing understanding of their role and responsibilities in life
- To respect the needs and rights of others as a member of our community

We Value

- Communication
- Creativity
- Kindness
- Respect
- Effort
- Well-being

Our vision and values have been developed using the UN Convention on the Rights of the Child (UNCRC) as our guide, to create a safe and inspiring place to learn, where children are respected, their talents are nurtured and they are able to thrive. Our vision and values also compliment the 'Four Purposes of Learning' which underpin Curriculum for Wales. The Four Purposes are the shared vision and aspiration for every child and young person in Wales and support our pupils to become;

Ambitious Capable Learners 	Healthy Confident Individuals 	Enterprising Creative Contributors 	Ethical Informed Citizens 
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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 the Deputy Manager 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.