

1. INTRODUCTION

The EMA is a weekly allowance payable during term time which will provide financial support for 16 to 19 year olds, from low income households.

- EMA will be paid directly to young people unless otherwise specified by the recipient.
- The weekly allowance will normally depend on the financial circumstances of the family. The allowance will be paid in batches of two weeks at a time.
- Payment of an EMA will normally be restricted to a maximum of two years for individual students. However, some young people with additional support needs will be entitled to more than two years.
- A new application must be made each academic year, including all original documents required to complete the assessment.
- When completing the application form please answer each section, as best you can, and submit the form to the EMA Team, with the relevant documentation.

We recommend you send this application and your original documents by **registered/secure** mail as you are sending personal information – this also guarantees delivery. If you prefer, you can visit Education, Learning & Attainment, 16 Church Street, Dumbarton where we can make certified copies of your documents.

If you contact the EMA Team to discuss your application please note that we use security questions before discussing applications.

PLEASE KEEP THIS GUIDANCE FOR YOUR OWN REFERENCE. DO NOT SEND THIS WHEN SUBMITTING YOUR APPLICATION

2. ELIGIBILITY CONDITIONS

In order to qualify for an EMA from August of any given year applicants need to satisfy the following eligibility conditions:

The applicant must be born between 1st March 1999 and 30th September 2002, to be eligible for an award starting August 2018.

The applicant must be born between 1st October 2002 and 28th February 2003, to be eligible for an award starting January 2019.

The applicant must attend a West Dunbartonshire school.

The applicant must have a signed learning agreement and they must adhere to the conditions of that learning agreement.

The applicant must normally be on recognised full time course of study of at least 21 hours or more. The household income must not exceed the income threshold.

INCOME THRESHOLD

Income	No. of dependent children in the household	Award
£0 - £24,421	1	£30
£0 - £26,884	2 +	£30

- Dependent children are those up to the age of 16 and those over the age of 16 and up to the age 25 if they are in full time further or higher education.

2.1 Eligibility conditions for people with Additional Support Needs

A student with additional support needs may not need to be working towards a recognised educational qualification in order to receive an EMA. This will depend on their disability or additional support needs. In typical circumstances the student will have had a Co-ordinated Support Plan opened during the school year. Their Learning Agreement should therefore be constructed in such a way that the education provider is satisfied that it provides a specific locally agreed education aim that measures progress for that young person.

A student with Additional Support Needs can be entitled to the allowance for up to three years rather than two.

This will apply to any young person who has a Co-ordinated Support Plan when they finish compulsory education. They will be able to receive the allowance up to their 20th birthday provided they meet the other eligibility criteria.

2.2 Eligibility conditions for people in receipt of other modes of education

Some young people, including school-phobics, students with disabilities and chronically sick students, may receive post-compulsory education of less than 21 guided learning hours a week at home or elsewhere.

It would be unfair to refuse an EMA to those who wish to continue in learning post 16, but for whom, through no fault of their own, 21 guided learning hours a week at a school is not a possibility. The authority is committed to encouraging disadvantaged students and students with disabilities to participate in post-16 education.

Therefore this group of young people are eligible for the EMA, as an exception.

2.3 Cut off Deadline Dates

- **Autumn Intake.** If your 16th birthday falls between 1 March 1999 and the 30 September 2002 you may be eligible for an EMA from August 2018.
- **Winter Intake.** If your 16th birthday falls between 1 October 2002 and the 28 February 2003 you may be eligible for an EMA from the start of January 2019.
- **Back-Dating EMA Award to August:** For those eligible for the full year award, your application must be received by **30 September 2018** or the award will only be made from the week it was received into the office.