

# Educational Maintenance Allowance Policy

## Saint Catherine's College, Armagh

### PART ONE: WEEKLY ALLOWANCE PROCEDURES

Students who are eligible for an E.M.A. must attend school each day Monday – Friday to be awarded the weekly allowance. Any absence from school is UNAUTHORISED unless proven otherwise. The following procedures must be complied with by all students in receipt of an E.M.A. in order to ensure full payment of the E.M.A. weekly allowance.

#### **Signing in**

Students must register for school each day at Form Period, 8.55am-9.10am. Students who miss Form or Registration Period and who arrive to school between 9.10am – 9.45am MUST register as late immediately on arrival in the Main School Building in order to be registered for daily allowance.

The LATE BOOK is in the PUPIL HUB for Sixth Form students to register if they are missing Form class Registration due to peer tutoring, reading mentoring or attending class in St. Patrick's Grammar /Royal School Armagh. All Sixth Form Consortium students must sign in after Period 2 class.

Year 13 and 14 students arriving after 9.45am must report to the PUPIL HUB and register as late, noting their time of arrival, before going to class. Failure to do so will result in lost attendance. Lateness due to a medical / dental appointment must be covered by a letter from parents.

Failure to sign the Late Book will result in Retention being imposed

#### **Reporting absences**

Parents are asked to complete and Absentee Form on the school app on the first morning of their child's absence. Alternatively, they may leave a message on Option 1 of the school's auto attendant message service or text the school to report an absence on +442031371856. Failure to do so may result in a follow-up phone call/text message.

In the absence of an Absentee Form, phone call or text, parents/guardians must complete an Absence Pro-forma in the School Planner on return to school in order to authorize the absence. **Sixth Formers in receipt of EMA must also provide a completed Absence Pro-forma in addition to an Absentee Form on app/parental phone call/text in order to authorize an absence.**

#### **Procedures for signing out**

Pupils are not permitted to leave school during the day except for specialist medical or emergency appointments. All other appointments should be made after 3.25pm.

Parents are asked to use the PERMISSION TO LEAVE function of the Saint Catherine's app when requesting permission for their son / daughter to leave school

early. Any parent who does not use this method of communication to request that their child leaves school early and who arrives into school unexpected will be asked to wait until a break between classes before their child can be sent for. This is to minimize disruption to classes.

**On signing their child out, parents/guardians assume full responsibility for pupils leaving early during the school day.**

#### SIXTH FORM

Parents of Pupils in Years 13 & 14 must use the PERMISSION TO LEAVE pro-forma on the Saint Catherine's College app when requesting permission for their child to leave school early.

Parents/Guardians of Year 13/14 pupils are encouraged to collect their child personally from school but pupils whose parents do not do so must sign themselves out in the Sixth Form Out Book in the Pupil Hub at the time of departure from school. Sixth Formers requesting to be signed out must ensure that they communicate their planned absence to their subject teachers and that all outstanding work is submitted/collected before they are permitted to leave school. Failure to do so will result in a sanction being imposed

#### **AUTHORISATION OF ABSENCES**

An absence is considered to be authorised in the following cases:

- ❖ Specialist medical appointment.
- ❖ Funeral of a close relative.
- ❖ A genuine illness.
- ❖ School arranged educational trip / University visit.
- ❖ Transport or otherwise unavoidable disruption.
- ❖ Driving Test.
- ❖ Work Placement.

Any student absence must be explained and supported by a signed explanation provided by an adult witness (normally a parent / guardian).

- Once attendance falls below 90% without medical evidence the weekly EMA attendance payment will not be made.
- EMA guidelines stipulate that a long term illness will only be paid for one month.

The signed Pro Forma in Student planner or other acceptable evidence (an appointment letter from a consultant for example) must be submitted to the relevant Form Tutor who will check it and code it in SIMS as evidence supporting authorised absences in the in the event of an E.M.A. Audit.

Form Tutors will sign off all absence records each Tuesday as authorised or unauthorised to facilitate the submission of attendance data through the secure website by 12 noon each Wednesday.

The school reserves the right to withhold authorisation of absences should an unexplained pattern of absences emerge on a student's record or if there appears to be any form of malpractice regarding explanations of absences.

In the event of a field trip / school exchange / educational visit, the relevant teacher is responsible for ensuring that all students involved are accredited with attendance.

All attendance authorisation decisions will be applied in a transparent and equal fashion.

### **PART TWO: BONUS PAYMENT PROCEDURES**

Four bonus payments are payable to students in receipt of the E.M.A. over the normal Two year Sixth Form Programme. To secure each bonus payment students must attain the learning objectives outlined in their E.M.A. Learning Agreement Part 2. In order for a student to be authorised to receive the bonus payments in January and June, the following procedures must be followed:

Students **MUST** return the letter of agreement indicating that they have read and agreed to the objectives outlined in the E.M.A. Learning Agreement.

Students must attend the Review Sessions designed to evaluate the degree to which a student has fulfilled the terms of the E.M.A. Learning Agreement and subsequently eligibility for payment.

Any student failing to attend an agreed Review Session will forfeit the Bonus Session.

A student must inform the school immediately of any change in their personal circumstances which may affect their ability to fulfil the terms of the Learning Agreement.

### **E.M.A. APPEALS PROCEDURE**

If a student has a complaint or problem about EMA bonus or attendance payments he/she voices it to the relevant Year Head.

If unresolved and the student wishes to further appeal against a bonus or attendance decision the appeal will then be heard by Mrs Moore (Vice Principal).

Failure to reach a satisfactory conclusion at this stage will result in the case being passed to Mrs Tiffney (Principal).

