

Who can apply for EMA?

EMA is available to eligible people aged 16 to 19 who have reached school leaving age. To be eligible, you have to meet the following criteria:

Household income

Your household income will also determine if you're eligible for EMA. Household income is the income of your parent(s) or carer(s) who live with you.

To qualify, households with one dependent child must be earning £24,421 per year or less, and households with more than one dependent child must be earning £26,884 or less, before tax. (Dependent children are those up to the age of 16 and those between the age of 16 and 25 in full time further or higher education).

When applying for EMA, you will be asked to upload screenshots / photos of the following evidence as set out in table below:

ALL applicants must provide either a valid Passport or Birth Certificate PLUS Evidence of benefits received from Section 1 Evidence from Section 2, 3, & 4 should only be provided if applicable	
Section 1	2019 /20 Tax Credit Award Notice (TCAN), or If not in receipt of Tax Credits: a letter from DWP confirming receipt of Job Seekers Allowance / Employment Support Allowance, Income Support, or Universal Credit payments breakdown, or P60 (2018 / 19), or A valid Week 52 payslip (March 2019), or SAAS / College Award Letter, or If Parents are Self Employed and not in receipt of Tax Credits a copy of their SA302
Section 2	If you live in a lone parent household we require your current Council Tax Notice showing Single Adult Discount
Section 3	If you are an independent young person and are receiving benefits in your own right , please provide a letter from DWP confirming receipt of Job Seekers Allowance, Employment Support Allowance, Income Support or, your Universal Credit payments breakdown
Section 4	If you are an independent young person living under the care of the Local Authority or with Foster Parents you must provide confirmation from the Social Work department confirming your address and circumstances

Full details on eligibility for applying for EMA and guidance can be found at: <https://www.clacks.gov.uk/learning/emas>

You can only qualify for EMA if you're either:

- attending school full time
- taking part in a learning agreement/action plan (previously known as an activity agreement)
- on a full or part-time non-advanced course in a college or education centre.

You can only get EMA if you're on a non-advanced course (those studying up to and including Advanced Highers at both school and college). If you are not sure if your course qualifies as non-advanced, you should speak to your learning provider.

How do I apply for EMA?

If you're eligible for an Education Maintenance Allowance (EMA), you must complete the following every academic year:

- an EMA online application
- a learning agreement

For the academic year 2019/20 we introduced an on-line application form for pupils applying for EMA. This will simplify and speed up the application and award process.

The on-line form is accessible through Clacksweb using the following link: <https://my.clacks.gov.uk/article/338>

You will need to register for a user account before you start entering your information. This will allow you to save your application and return to it later to submit if required.

Please Note: You will need to complete the application with your parent/carer present as some of the questions relate to their circumstances, and they need to sign the declaration.

You will be able to submit supporting information as part of the application process. This will remove the requirement for an appointment with the Education Team at Kilncraigs to provide evidence.

As stated above, you will be required to upload Photos / Screenshots of the required evidence as part of the application. Please ensure that you have the relevant supporting information / proof of benefits required before starting your application.

If you do not upload the required information, you will be contacted by email.

You will be advised by email if your application has been successful / rejected.

If you require any additional information about the EMA on-line form or require help in completing your online application, please contact Education Services on: ema@clacks.gov.uk

We will be accepting online applications from June 2020. Please see below table that sets out when you are eligible to apply:

Age	Can be paid from	Late Applications
16-19 on or before 30th September 2020	Week ended 24th August 2020 (If we receive your application by 30th September 2020)	Applications received between 1st October 2020 and 31st March 2021 can be paid from the week we first receive your application. No applications can be accepted after 31st March 2021
16 between 1st October 2020 and 28th February 2021	Week ended 11th January 2021 (if we receive your application by 28th February 2021)	Applications received between 1st March 2020 and 31st March 2021 can be paid from the week we first receive your application. No applications can be accepted after 31st March 2021

What is a Learning Agreement?

A learning agreement sets out what's expected of you in terms of attendance and coursework. Your learning agreement is set by your school and takes your personal circumstances into account.

It must be signed by:

- you
- your parent or responsible adult
- the school or college you're studying at

Parental signature is not required if you:

- are studying full time within college
- are estranged from your family and assessed as independent for benefit purposes
- have additional support needs that make it impractical

A new learning agreement should be completed for each academic year.

When are payments made?

Providing that you have 100% of agreed weekly attendance at school or college, the EMA payment will be made into your own bank account. It's usually paid in arrears. Payments are made on a fortnightly basis in arrears and the payment start date depends on the date of your 16th birthday. You will receive notification of payment dates upon successful application.

Your council or college may stop EMA payments if you don't follow your learning agreement.

What happens next?

Once you have submitted your application form with the supporting evidence, your application will be assessed by the Council's Education Service.

If your application is successful, you will receive an email confirming your EMA start date and details of future payments. The payments will be made to your Bank Account.

You must complete your Learning Agreement. Your School office will be able to provide you with the form. This should be completed and signed off by your Guidance Teacher. **Please note: We are unable to start your payments until a signed Learning Agreement is received.**

Data Protection Act

NB: All information, whether held by the school or by Clackmannanshire Council is protected by the General Data Protection Regulation (GDPR).