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# Glasgow City Council

## Education Maintenance Allowance (EMA) Guidance Notes & Pupil Information

These notes have been compiled to accompany the 2022/2023 EMA Application form. Please read these notes before completing your application.

Please visit our website at [www.glasgow.gov.uk](http://www.glasgow.gov.uk) for regular EMA updates and to apply  
Please download this document and save for future reference.

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### Am I eligible for EMA?

Students born between 1 March 2003 and 28 February 2007 may be eligible for an EMA. Check your date of birth against the table below to find out if you are eligible for EMA (subject to proof of qualifying income):

Date of birth	Eligible From
1 March 2003– 30 September 2006	August 2022
1 October 2006 – 28 February 2007	January 2023

Students who are eligible for EMA from August 2022 – your **fully completed** application form must be submitted no later than 30 September 2022 to ensure that your payments are backdated to the start of term in August 2022. Any applications received after this date will not be backdated to the start of term.

Students who are eligible for EMA from January 2023 – your **fully completed** application form must be submitted no later than 28 February 2023 to ensure that your payments are backdated to the start of term in January 2023.

Applications received after the deadline dates will not be paid to the start of term (August 2022/January 2023). Note - your payments will begin from the week that we receive your fully completed application.

Please note that '**fully completed application**' means that all sections of the form have been completed in full and you have supplied all the required documents to support the application. If your application was received before the deadline date (i.e. 30 September 2022 for students eligible from August 2022), and we request further information from you, this should be submitted within 2 weeks from the date of the request. Failure to supply documents within this timescale may result in no backdated award

**IMPORTANT - The cut-off date for processing application forms for academic year 2022/2023 is 31 March 2023. No applications will be processed after this date.**

Remember you must achieve 100% of your agreed attendance each week at school to receive your EMA payments. Payments may also be withheld if you do not maintain the standard of punctuality and conduct expected by the school.

**Payment enquiries should be made to the school in the first instance as it may be related to attendance marking**

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Payments are not due for school holidays (October week, Christmas and Easter). Students in S5 will be paid until the end of their exam leave in 2023. If you return to school for a sixth year, i.e. session 2022/2023, you may be eligible for a further year's EMA.

A fresh application must be submitted each academic year, including all evidence, if required, to complete the assessment.

### **Fair Processing Notice**

To find how we process and use your personal information in connection with this request, please see our Privacy Statement on our web page at [www.glasgow.gov.uk](http://www.glasgow.gov.uk)

## **Completing Your Application Form**

### **STUDENTS PERSONAL DETAILS**

You must have your own MyAccount to apply and not use a parent / carer account. Registration is easy, visit our website.

Your personal details will populate in through your MyAccount for an online application. You must confirm an up to date telephone number.

### **PERSONAL NATIONALITY & RESIDENCY DETAILS – Student's Address Details**

If you have lived at your current address for less than 3 years, please supply your previous address(es) in Section 1B.

Please note that for session 2022/2023 if you were born in the UK, we do not require to see your birth certificate or passport. If you have not been resident in the UK for 3 years you must provide evidence of your residency e.g. your original passport or proof from the Home Office regarding your residency status.

More information about nationality and residency could be found in the EMA Guidance Document on the EMA website [www.emascotland.com](http://www.emascotland.com)

### **ACTIVITY AGREEMENT**

An Activity Agreement is a tailored package of activity that has been designed around the young persons, interests, career aspirations and future skills needs. The activity agreement will be agreed between the student and their coach.

### **COURSE/SCHOOL DETAILS**

To be eligible for an EMA you must be attending school for a minimum of 21 agreed learning hours (timetabled hours including study periods)

### **BANK ACCOUNT DETAILS**

The name of the person holding the account must be the EMA student only, except where the applicant has additional needs which makes this impractical.

To receive an EMA payment you must hold a bank/building society account which accepts payments by Bank Automated Credit System (BACS) Transfer. If unsure, please check with your bank/building society. Please note that we cannot accept Credit Union accounts or Post Office accounts.

Payments will normally be paid directly into your bank/building society account on a fortnightly cycle in arrears.

Please supply your sort code (6 digit number) and account number (8 digit number).

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### FAMILY DETAILS

If you are living under the care of the Local Authority, please include a letter from the Local Authority Social Work, confirming your address and circumstances. This should be signed by an official from the Local Authority on headed paper / official email.

The term 'parent' as it appears can refer to your father, mother, carer, step-parent or parent's partner who lives in your home. The term 'partner' as it appears can refer to your spouse, civil partner or live-in partner.

Please include proof of guardianship, e.g. child benefit letter, if living with someone other than your mother or father. We can check Council records to confirm this with your parent(s)/carer(s) consent. If consent is not provided, please provide proof of Lone Parent status, e.g. current council tax notice for 2022/2023

Please list the names of any other dependent children living in the household. Please complete the details of your parent(s)/carer(s)

The INCOME THRESHOLD for the EMA Programme, Academic Year 2022/2023

Household Income	No. of dependent children in 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.

### INDEPENDENT STUDENT STATUS

If you receive benefits in your own right, we can check our trusted access systems if you give consent on the application form

### HOUSEHOLD INCOME DETAILS

If a student is independent (receiving benefits in their own right) or in the care of the Local Authority, this section of the form does not need completed.

If you consent to us checking our trusted access systems then we can process your application quicker with no need for documentary evidence to be submitted.

If you do not consent then you must supply us with the relevant evidence to prove eligibility such as:-

- **Tax Credits**  
Please supply a Tax Credit Award Notice (TCAN) for 2022/2023, a copy of your Universal Credit award showing full breakdown, or an annual tax summary showing all income for 2021/2022.

All pages of the TCAN should be submitted showing the household income for 2021/2022. Please note we cannot accept a TCAN showing an **estimated** income for 2021/2022.

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- **Income from self-employment**

If self-employed, a Self-Assessment Tax Calculation (SA302) should be submitted. This must show your profit for 2021/2022. If your SA302 is unavailable, please supply your TCAN showing your 2021/2022 income or a copy of your Universal Credit award showing full breakdown

We will accept a TCAN showing an estimated income for 2021/2022 however the EMA award will be provisional – please see below.

**Please also provide evidence of any of the following:**

The gross amount of any contributions you made to a pension scheme or retirement annuity contracts;

The gross amount of any payments made to charity via gift aid;

Any amount you added on for averaging perhaps because you are a farmer or market gardener with fluctuating profits. (Averaging is not allowed in tax credits claims).

Plus

Any amount you deducted for averaging on the self-employment pages of the full Tax Return.

If your business received other income or profits, for example, rental income includes evidence of this.

If you have only just started working for yourself or need help working this out, call the HMRC Self-Assessment Helpline on 0300 200 3300.

<b>IMPORTANT – Self Employed income and EMA Awards</b>
Applicants whose parents/guardians are self-employed and unable to provide proof of their actual income for 2021/2022 will be awarded an EMA on a provisional basis. This means that the EMA will be paid until 31 January 2023 (for students eligible from August) or 28 March 2023 (for students eligible from January), when the EMA payments will be suspended until we receive proof of the actual income for 2021/2022. This can be in the form of an SA302 or TCAN showing actual income (not estimated).

Household income is normally assessed on gross taxable household income for the period April 2021 to March 2022. If there is a significant change in financial circumstances within the household, students may be eligible to apply for an in-year reassessment during the current academic year. This is possible where income for the current financial year reduces by 15%, resulting in income falling into the lower band. Contact us for more information via our online enquiry form at [www.glasgow.gov.uk](http://www.glasgow.gov.uk)

### OTHER INFORMATION IN SUPPORT OF YOUR APPLICATION

Please complete with any information you believe will support your application

### STUDENT LEARNING AGREEMENT AND DECLARATION

This section must be ticked by the student confirming they agree to be bound by the terms and conditions of Glasgow City Council's maintenance allowance

### PARENTAL/PARTNER/CARER DECLARATION

This section must be ticked by the student's parent/partner/carer confirming they agree to be bound by the terms and conditions of Glasgow City Council's maintenance allowance

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### **IMPORTANT INFORMATION FOR ALL STUDENTS**

#### **LEARNING AGREEMENTS**

By signing your Learning Agreement within your application form, you are agreeing to adhere to the terms and conditions of EMA, and you are agreeing to meet the required standards of attendance, timekeeping and behaviour expected by your School. If you fail to maintain these standards, your EMA payments may be withheld.

#### **PAYMENTS**

If you were born before 30 September 2006, you are eligible for EMA from the start of term in August 2022. If you were born between 1 October 2006 and 28 February 2007, you are eligible for EMA from January 2023.

#### **BACKDATED PAYMENTS**

Backdated payments are dependent on when your application became complete (complete means that we have received all the necessary documents and information to process your application).

#### **SCHOOL HOLIDAYS & STUDY LEAVE**

You will not receive any payments for the following school holidays:

October Week  
Christmas  
Easter

Your EMA **will** be paid whilst you are on study leave. S5 pupils will be paid to the end of the school year and S6 pupils will be paid until the date of their final SQA exam. Pupils must maintain 100% agreed attendance until the end of the school year to receive their payments

#### **PAYMENT DATES**

EMA is paid every 2 weeks and are paid into your bank on a Friday. Payments are made in arrears – this means that your payment is for the previous 2 week block.

The EMA payment schedule will be available from the start of the new term in August – please refer to this during the year for details of when your payments are due. Details can be found on our webpage at [www.glasgow.gov.uk](http://www.glasgow.gov.uk)

#### **SICKNESS & ABSENCES**

It is your responsibility to contact your school if you are absent due to sickness. You are permitted to be absent from school on a self-certified basis for a maximum of 5 days, over no more than 3 separate occasions per school year.

Any further absences over 5 days or 3 occasions must be covered by a medical certificate.

If you are absent from school and have not self-certified or provided a medical certificate, you may not be paid EMA for that week

#### **ENQUIRIES**

If your enquiry relates to the amount of EMA you have received, please contact your school directly.

For all other EMA enquiries please contact us via our online enquiry form available on the EMA webpage at [www.glasgow.gov.uk](http://www.glasgow.gov.uk) or click on this link to our [Online enquiry form](#)

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