

## Weekly Payments

Every Monday, your attendance for the previous week is reviewed. If you have missed or been late to any lessons or tutorials it is logged, this is then reviewed by the Head of Post-16 and a decision is made as to whether or not you will be paid your EMA for that week. The payments are made on the EMA website on Tuesday afternoon and then the payment enters your bank account on the Friday.

You will not receive your weekly payment if:

- You miss one or more Tutorial/lesson without authorisation
- You are late on a regular basis
- You do not have your EMA card signed for the week showing Attitude/attainment/attendance/behaviour have all be reached to the teachers satisfaction.

If you do not get allocated your weekly payment for any reason you will receive a letter informing you of the reasons why.



## Bonus Payments – Contract Part 2

All EMA students are eligible for Bonus Payments in January and July. A bonus payment is made if a student has had a good record of attendance and has made sufficient progress. A month before the bonus payment is made, your teachers will complete a form saying whether or not you deserve the payment. You will receive a letter informing you as to whether your bonus payment has been authorised.

## Absences / Medical Appointments

As an EMA student, if you are not going to be in due to illness, it is especially important to make sure that you call in before 9.00 am. If you call after this time you may not receive your weekly payment. The Academy telephone number is **01797 364593**.

If you are on work experience and are ill, you must make sure you phone your work experience placement as well as the Academy.

You must also make sure that if you have a medical appointment you inform the Post-16 Student Development Leader of the appointment beforehand, preferably by a letter.



## Appeals

If you are not happy with a payment decision, the first step is to see the Post-16 Student development Leader who can confirm why the payment was not made. If you are still unhappy with the decision you will need to write a letter to the Head of School stating why you believe you should have been paid.

Should you need to contact EMA the student helpline telephone number is 0808 101 6219.