



**EDUCATION MAINTENANCE ALLOWANCE
LEARNING AGREEMENT - SESSION 2008/09**

Student's Name Date of Birth

Address

Scottish Candidate Number EMA Number

Establishment Name Class No

The above named student, by signing the declaration at the end of this form, has agreed to adhere to the terms and conditions of Clackmannanshire Council's policy on Education Maintenance Allowances.

COURSE OF STUDY		
Subject	Level	Target Result

I understand that I must meet the following conditions (please tick)

- I must maintain 100% attendance.
- I must arrive at school, registration and classes on time daily.
- I must follow in full the course and assessment requirements for the above course of study.
- I must ensure that my standard of behaviour matches the school's discipline policy.
- I must give immediate notification of the reasons for any absences
- I must work hard to succeed in achieving my agreed targets.

If a student changes course or institution, he/she must seek appropriate careers advice, including consultation with Careers Scotland.

EMA payments for all S6 students will cease following the date of the final SQA examination for the academic year. EMA payments will continue to the end of the academic year for all S5 students who adhere to the terms and conditions of the scheme.

DECLARATION - TO BE COMPLETED BY THE STUDENT

I accept the offer of the Education Maintenance Allowance made by Clackmannanshire Council, Services to People and I understand that my award may be stopped at any time if I fail to meet any of the EMA requirements.

Signature of Student

Date

PARENT/GUARDIAN'S COUNTER SIGNATURE

Signature of Parent/Guardian

Date

CRITERIA FOR AWARDING BONUSES

Bonuses are rewarded for completion of course work, behaviour, attitude and attendance. Your teaching and guidance staff will decide upon your bonus eligibility. The following three elements will be taken into account for each bonus.

1. **Attendance** - The School must be satisfied that you have achieved a satisfactory attendance record, although the purpose of the bonuses is distinct from that of weekly payments.
2. **Retention** - The first bonus will be paid to those eligible only when you return to school after the Christmas break and your weekly payments have resumed. The second bonus will be paid to those eligible only if you turn up at all scheduled exams, course is completed and your have satisfactory attendance.
3. **Progression/Attainment** - the school must be satisfied that you are progressing towards your attainment goals, your completed coursework is handed in one time and you have satisfactory attendance.

TO BE COMPLETED BY THE ESTABLISHMENT

I hereby confirm that the above named student has agreed to comply with the terms and conditions of Clackmannanshire Council's policy on Education Maintenance Allowances. The school undertakes to monitor the progress and attendance of the student and to notify Clackmannanshire Council immediately of any difficulties in meeting the requirements of this learning agreement at any point in the school year.

Authorised Signature

Date

No of guided learning hours of course(s) per week

If student is currently in S4 please tick

If student is currently in S5 please tick

If student is currently in S6 please tick

DATA PROTECTION ACT

The council is under obligation to manage public funds properly. Accordingly the information that you provide will be used to ensure all sums due to the council are paid timeously, e.g. by identifying persons who are non payers of council tax and to improve the uptake of benefits.

The information may also be used to prevent and detect fraud. It is also possible that this information may be shared for the same purposes with public bodies, including neighbouring councils or other organisations, which handle public funds.