EDUCATION MAINTENANCE ALLOWANCE POLICY - Draft

The Education Maintenance Allowance (EMA) is provided to assist eligible families with the costs associated with the education of their children.

GENERAL INFORMATION

To be eligible for receipt of the EMA you must:

- Be either a parent or guardian of a primary or secondary student up to the age of sixteen; and
- Be an eligible beneficiary of a Centrelink pension, allowance or benefit within the meaning of the State Concessions Act 2004 or be a Veterans Affairs (TPI) pensioner or be a foster parent.

Consequently parents/guardians are able to access the EMA if they have a valid Health Care Card or valid Pension Card.

The eligibility criteria must be met as at the first day of Term 1 and Term 3.

The EMA application must be submitted to the school by 28th February 2013 for the first instalment and 2nd August 2013 for the second instalment.

EMA application forms are available from the school office.

PURPOSE

- To ensure that Education Maintenance Allowance (EMA) procedures at Sunshine Heights Primary School reflect the DEECD policy.
- To ensure that all parents and guardians are provided with EMA information at least annually.
- To ensure that parents and guardians are provided with administrative support for the EMA application process.

IMPLEMENTATION

- A clearly articulated and transparent process for the administration of the EMA is in place.
- Parents/guardians can receive their portion of EMA by EFT directly into their bank account or chose to have it directly deposited into the school bank account to be spent on the child’s essential educational items i.e. those items that the parent might otherwise have been asked to pay for or provide (e.g. stationery, bookpack)
- The school’s parent payments request documentation will define what are considered to be essential educational items.
- The school should advise parents that, where relevant, they have the option of providing the essential educational items themselves.
- The schools will ensure that parents/guardians applying for EMA are provided with a copy of the letter from the Minister for Education which provides all the relevant information in relation to the EMA.
• Where appropriate, the school will utilise the translated EMA resources and translation services to communicate EMA requirements to non-English speaking parents and guardians.

• The school will communicate the availability of the EMA to families via the school newsletter and encourage parents and guardians to apply by the EMA cut off dates in Term 1 and Term 3.

• For Veterans Affairs and Foster Parents Applications the school must obtain a copy (for school records) of either the parent’s pensioner card for Veterans Affairs (TPI) card holders or a letter from the Department of Human Services (DHS) or Court documentation outlining temporary care arrangements for foster parents with students in temporary care.

EVALUATION

• School Administration Team feedback

• Parent Opinion Survey