

Our Ref: CMcM/PS  
Tel No 0141 577 3760  
Contact: EMA Team  
Email: ema@eastrenfrewshire.gov.uk  
Date: as postmark

Education Department  
Council Offices  
211 Main Street  
Barrhead  
G78 1SY

Dear Student

### EDUCATION MAINTENANCE ALLOWANCE (EMA) SESSION 2024/25

I am writing to bring to your attention the above allowance which you may be entitled to when schools return for the new session 2024/25. An Education Maintenance Allowance (EMA) is a weekly allowance of £30 paid to support young people in education beyond the statutory school leaving age of 16.

Please read the EMA Policy Document & EMA Guidance which are contained in the links below and if you think you may be entitled to this allowance please complete an EMA application form which are available from your school office or to download from <https://www.eastrenfrewshire.gov.uk/ema> and return to the above email address or postal address ensuring you have included all the relevant documentation.

#### EMA Policy Document link:

<https://tinyurl.com/EMA-policy-doc>

or scan



#### EMA Guidance Link:

<https://tinyurl.com/EMA-Guidance>

or scan



Where you are asked to provide documentation it is recommended that you take a picture of these documents with your smart phone and send by email to [ema@eastrenfrewshire.gov.uk](mailto:ema@eastrenfrewshire.gov.uk) and include your name, home address, date of birth and school attending in the body of your email. If you are unable to do this you can still post all relevant documents to the above address and they will be returned as soon as possible.

Please note that if all documents are not available at the time of application, please send in the application form and forward documents as soon as possible.

**NB: Please also check the postage prior to sending in you completed application form as first class stamp will not be sufficient postage.**

Yours sincerely

  
Colin McMenemy  
Admission and Development Manager



Mark Ratter, Director of Education, East Renfrewshire Offices, 211 Main St, Barrhead, G78 1SY