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| **Week Ending – 1st Week** | **Week Ending – 2nd Week** | **No Of Payments** | **Payments Into Bank Accounts** |
| 13.01.23 | 20.01.23 | 2 | 27.01.23 |
| 27.01.23 | 03.02.23 | 2 | 10.02.23 |
| 10.02.23 | 17.02.23 | 2 | 24.02.23 |
| 24.02.23 | 03.03.23 | 2 | 10.03.23 |
| 10.03.23 | 17.03.23 | 2 | 24.03.23 |
| 24.03.23 | 31.03.23 | 2 | 21.04.23 |
| 21.04.23 | 28.04.23 | 2 | 05.05.23 |
| 05.05.23 | 12.05.23 | 2 | 19.05.23 |
| 19.05.23 | 26.05.23 | 2 | 02.06.23 |
| 02.06.23 | 09.06.23 | 2 | 16.06.23 |
| 16.06.23 | 23.06.23 | 2 | 30.06.23 |
| 30.06.23 |  | 1 | 07.07.23 |

* ***If any pupils leave at the end of exam leave, payments will cease after the final exam.***
* If pupils are absent from school, then must report to Mrs Wallace to obtain a self cert to be filled out. These completed self certs must be returned ASAP to Mrs Wallace. Pupils are allowed 5 full days or 10 half days off in a year due to sickness.
* If self certs are not handed in before the payment run, the money will be added into the next payment run.
* It is up to individual pupils to keep a check on their attendance to make sure it is updated.
* If a pupil has any queries regarding their EMA, they must speak to their Pastoral Teacher.

More information on EMA can be found at:

[Education Maintenance Allowance (EMA) (north-ayrshire.gov.uk)](https://www.north-ayrshire.gov.uk/education-and-learning/grants-and-allowances/education-maintenance-allowance.aspx)