



**Ashfield Girls'  
High School**

**ASHFIELD GIRLS' HIGH SCHOOL**

**SIXTH FORM  
PROSPECTUS  
2023**

**“Each different. Each talented. All valued.”**

# Welcome to Ashfield Girls' High



**Challenging girls today; creating women**

# School Sixth Form

## Contents



04	Welcome
05	History and Ethos
06	Memories to last a Lifetime
07	Why choose Sixth Form?
08	A Curriculum of Breadth and Balance
11	How to Apply for Sixth Form
12	Pupil Leadership
14	House System
15	Sixth Form Leadership Team
16	Induction into Sixth Form
18	Effective Study Skills Programme
19	Careers Education, Information, Advice and Guidance
20	Results Day – Making Post 16 Choices
21	University Destinations
22	School Uniform
23	Transport to School and School Policies
24	Supporting Wellbeing
25	Pastoral Support
26	SistersIN
27	Sixth Form Success
28	Education Maintenance Allowance

of value in the future.

# Principal's **Welcome**



Thank you for considering Ashfield Girls' High School as a potential choice for your daughter. Our well established Sixth Form has grown over recent years as we continue to offer a wide range of academic and vocational qualifications.

A large number of our pupils choose to return to Sixth Form and we are proud to welcome students from other schools each year. Curriculum provision at Sixth Form is broad and balanced and includes GCE, BTEC and OCN qualifications.

Our Enrichment Programme at Sixth Form includes discrete careers and physical education classes in addition to a wide variety of workshops and tutorials.

There are many opportunities in Sixth Form to develop leaderships skills including being a prefect, senior prefect, Deputy Head Girl, Head Girl, Library Assistants, Peer Mentors, Walk and Talk Mentors, IT Ambassadors and Head of House. To compliment these opportunities we also offer placements on the Career Ready Programme and the ever expanding SistersIN Programme.

Our examination results are a continued source of pride and our sixth form students progress to university, college, apprenticeships or employment. The Alumni often support the school by attending careers events to act as role models to students and provide advice regarding progression after sixth form.

Our motto is 'Each different, Each talented, All valued'.  
I hope that you choose to join the Ashfield family  
and enjoy being part of our Sixth Form.

I do hope you will join us.

Principal: Mrs Louise Harvey

*L Harvey*

# History and Ethos

Ashfield Girls' High School was built in 1948 in a prefabricated style building by Short Brothers and Harland. It was opened initially as a grammar school but in 1952 it became both a grammar and secondary school each having its own Staff and Principal. By 1958, the building had become overcrowded and so the grammar departments moved to what became known as Carolan Grammar School. It later amalgamated with its neighbouring Boys' school to become Wellington College.

During the 1970s outward changes in the school could be observed by passers-by on the Holywood Road. Three new red brick buildings were erected - the Courtney Wing opened by Mrs Kathleen Courtney (Headmistress 1952-1976) to accommodate Business Studies, Art, Music and Audio-visual resources, the Chestnutt Wing by Rev Dr William Chestnutt (Chair of Management Committee) for Home Economics and the Semple Hall by Mrs Vi Semple (Headmistress 1976-1980) for Physical Education.

In the Summer term 1987, Classrooms 1-13 and the Examinations Office disappeared overnight in a fire. Five months later on the day following Prize Distribution, as Staff and pupils emerged from the Assembly Hall after the Harvest Service they were met by gentle waves of water lapping the sides of the corridor. The combination of torrential rain, a high tide and drains blocked by debris after the demolition of Rooms 1-13 had resulted in a flood.

However, due to the commitment of staff and pupils Ashfield Girls' High School retained its independence and continued to grow from strength to strength. In 1998, the opening of the Reid Design and Technology Suite (Miss Heather Reid was Headmistress (1980-2001) opened up new career opportunities for the girls.

As the School entered the new millennium in 2000-2001, it was over-subscribed with more than 600 pupils on roll. It was the Department of Education's use of PFI (Private Finance Initiative) arrangements which, after twenty years of appeals by successive Ashfield Management Committees and Boards of Governors, made possible the building of the state of the art new school in the first decade of the new millennium.

Ashfield Girls' High School has always had a strong ethos that is committed to serving the local community. Our vision is to "challenge girls today, to create women of value in the future". As a school community we value our school motto "Each different, Each talented, All valued". We refer to ourselves as the 'Ashfield Family', with high expectations, individual care for each pupil and the building and maintenance of our inter-personal relationships placed at the core of all that we do.

# Memories to last a Lifetime



# Sixth Form



## Why choose Sixth Form?

Ashfield Girls' High School provides a vibrant and exciting learning environment for post 16 study which is fundamental in equipping our students with the excellent qualifications they require for entry into competitive job markets, apprenticeships and further and higher education. Our strong academic track record is however just the starting point. Within Ashfield Girls' it is our aim to provide a rich variety of new experiences for students which will allow them to develop as resourceful, resilient, and creative women. Sixth Form study at Ashfield Girls' is built on individual choice, independent learning, and personal responsibility.

Sixth Form students enjoy a holistic personal development journey as they progress through Year 13 beginning as always with our Induction Programme incorporating First Aid, Safe Motoring, Team Building with Pathways Adventure Activities, Wellbeing and much more. This is further developed through online courses in Personal Finance and Positive Mental Health provided by Nebula Learning and University Preparation provided by the University of Ulster, while Inspire Education provides an evidence based, interactive, bespoke effective study skills programme and resources.

As a school we feel it is important to support our students in all aspects of life and are lucky to be supported by a wide range of organisations who provide guidance to our students, including Love For Life, Nexus, Cara Friend, and the Secondary Students' Union of Northern Ireland.

Collaboration is key to providing a wide range of opportunities for our students and we are proud to work closely with the Career Ready programme, the SistersIN female leadership initiative, which provides female mentorship from a wide range of local and global industries and the Queen's University Pathway Opportunity Programme.

We encourage our pupils to participate in all aspects of school life and place a key emphasis on creating a family atmosphere as our Sixth Form students help and support our Year 8 pupils within form classes, on our 'walk and talk' sessions and through in school programmes as librarians, ICT prefects, paired reading buddies, science club coordinators and through a variety of committees. These opportunities allow our pupils to develop the skills necessary to take up positions of leadership and become advocates of pupil voice within the Sixth Form Leadership Team and other areas of responsibility as they move into Year 14 and beyond.

If you would like to join us, please don't hesitate to contact Mrs Doak (Head of Sixth Form).

# A Curriculum of Breadth and Balance

## Key Stage 3

At Key Stage 3 we aim to develop academic resilience and a positive mindset towards the process of learning. Improving literacy and numeracy across the learning areas is critical to improving pupils' access to the wider curriculum. We also aim to develop each pupil's thinking skills and personal capabilities through challenging and engaging learning opportunities. Key Stage 3 is fundamental for laying the foundations necessary for success at Key Stages 4 and 5, including the development of effective study skills and an increased ability to learn more independently.

## Key Stage 4

At the end of Year 10, after consultation involving pupils, parents, subject teachers and careers advisers, pupils are offered a choice of three Pathways reflective of their ability, strengths and interests, whilst still maintaining breadth and balance for their future career aspirations.

## Key Stage 5

Pupils choose a minimum of three subjects to study at AS Level in Year 13.

## Key Stage 5

Art & Design  
BTEC Business\*  
BTEC Engineering\*  
English Literature  
Environmental Technology  
Geography\*  
Government & Politics  
BTEC Health & Social Care  
History  
BTEC Hospitality\*  
BTEC ICT  
Life & Health Sciences (Double Award)  
Life & Health Sciences (Single Award)  
Mathematics\*  
Media Studies  
Moving Image Arts\*  
Music  
BTEC Performing Arts  
Photography\*  
Professional Business Services  
BTEC Uniformed Protective Services  
Religious Studies  
BTEC Applied Science\*  
BTEC Sport  
BTEC Travel & Tourism

\* Delivered by Ashfield Boys' High School







# How to Apply for Sixth Form



## Admissions Criteria

Admission Criteria for entry of pupils to Year 13

The Board of Governors expects that all applicants for admission to Ashfield Girls' High School will support the ethos of the school as outlined in the Prospectus and that an application will indicate that parents agree to this precondition for entry.

The Board of Governors delegate to the Principal, or her nominee, those functions relating to the admission of pupils.

All information on record from a previous school must be available to the Principal before being considered for admission to the school.

For girls to be considered for entry into post - 16 courses they must satisfy three of the following criteria:

1. Entry into Sixth Form is dependent on achieving a minimum of;
  - 5 GCSEs at grades A\*-C, or
  - 4 GCSEs at grades A\*-C, plus 1 BTEC at Level 2 graded MERIT, or
  - 3 GCSEs at grades A\*-C, plus 2 BTECs at Level 2 graded MERIT.

Please note that a Level 2 PASS in OCN IT or OCN Applied Science will be accepted as an equivalent to a GCSE or BTEC qualification.

Please note that Occupational Studies qualifications or the Prince's Trust (Personal Development & Employability) qualification, cannot be accepted as an equivalent for purposes of admission.

2. Meet the entry requirements to the post-16 course set by the school for the subjects chosen.

In the event of the school still not reaching its quota after the application of criteria 1-4, then the final place(s) will be offered to those applicant(s) who:

1. Have the highest grade scores over their best five GCSE subjects.
2. Live closest to the main entrance of the school (Holywood Road), as determined by a straight line measurement on an Ordnance Survey Map.

Exceptional circumstances will be considered

# Pupil Leadership



Librarians



ICT Prefects



Sixth Form Prefects

# Pupil Leadership

## Head Girl

My name is Emma, and I am the current Head Girl of Ashfield Girls' High School. As a past pupil of Strandtown Primary School, I was a nervous, apprehensive and slightly excited eleven-year-old. I knew instantly that Ashfield was the place where I belonged. The school staff had planned teambuilding activities to help me settle in, encouraged me to join extra-curricular activities and I received a lot of support from my Form tutor and teachers. The Primary 7 to Year 8 Induction programme enabled me to meet new people and make new friends.



I worked hard in my first few weeks at Ashfield to ensure I joined many clubs including Cook-e-Club, trampoline club, choir and chamber choir. The opportunities given to me in Ashfield, including taking part in the Global Peace Games and the adventures such as travelling to Barcelona, have helped me to flourish into the confident and determined young woman I am today. The support I have received from my teachers and mentors has enabled me to obtain achievements and qualifications I would have never thought to be possible in Year 8. I truly believe Ashfield Girls' High School inspires and challenges young women who are 'Each different, Each talented but All valued', to become successful, strong women of the future.



## What Sixth Form in Ashfield Offers

**A wide range of level 3 courses including AS/A2, Applied A Levels and BTEC Level 3**

**Supervised study to enable pupils quiet time to work and study**

**A Head of Sixth Form and dedicated Form Tutor who provide support and guidance**

**Careers periods, support with UCAS and advice for future careers**

**A well-established tracking and monitoring system to ensure the pupils are supported to fulfil their potential**

**A range of opportunities that include: Living Law Programme; links to Allen and Overy; Study Skills day; Preparing for Interview Day; Sixth Form Formal; Pupil mentoring; and many more...**

# House System

House System Champion  
Mrs E McLees



Head of House

House Leaders



Mr C Burns



Annie



Alexis



Miss E Sampson-Barnes



Elle



Aysha



Miss M Lee



Sky



Hannah



Mrs R McNeill



Sophie



Mackenzie



Mrs G McClintock



Katie



Lily



## Head Girl



Anna

## Deputy Head Girls



Sophie



Tammie

## Senior Prefects



Emma



Emma



Lily



Mia



Ruby



Sahara



Sofia



Tara

# Induction into Sixth Form

Sixth Form will begin with an opportunity to meet your new Form Class and Form Tutor. Form classes are usually based on subject choice to allow pupils to support peer learning.

Each year we run an induction programme to allow students to settle into Sixth Form. The format will be similar to the one below.

<b>Time Management</b>	<b>Mindfulness</b>	<b>Presentation and Portfolio skills</b>	<b>Target Setting</b>	<b>Career Ready Programme</b>
<b>Managing your digital footprint</b>	<b>Healthy Eating</b>	<b>First Aid</b>	<b>Sexual Health/ Alcohol Awareness</b>	<b>Safe Motoring</b>

**More details on arrangements for the beginning of term will be sent to you over the summer period.**





# Induction into Sixth Form



# Effective Study Skills Programme

The development of effective study skills enhances academic performance, time management, critical thinking, confidence, and wellbeing. These are skills which are essential in allowing pupils to fulfil their potential in post-primary education and beyond as they become lifelong learners. To enhance and support these key skills the school provides both an internal and external study skills framework.

At the outset of each academic year, all Key Stage 3 pupils are provided with a learning outline (The Year Ahead) giving both parents and pupils a clear overview of the academic content covered each year, key assessment dates and links to resources parents can use to support learning at home. Study skills are taught in all subject areas and pupils are supported in planning their revision programme ahead of each assessment. This internal programme is supported by our external education partners Inspire Education, who provide bespoke study skills seminars and resources for each year group.



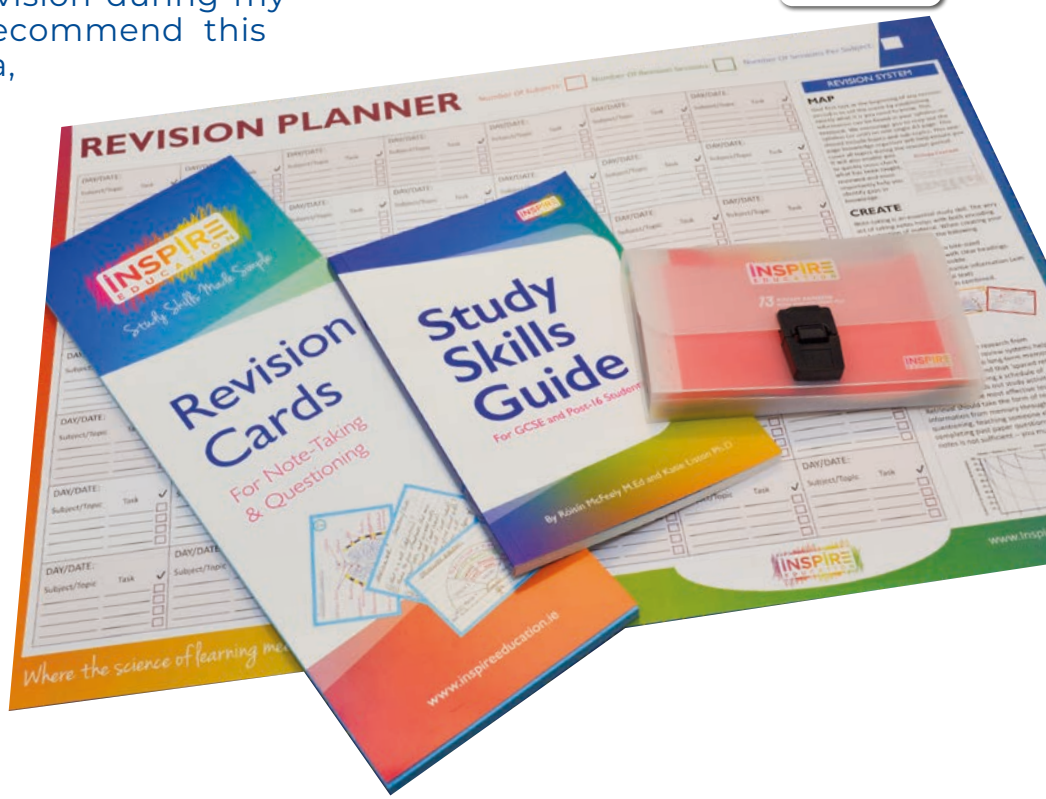
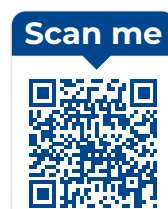
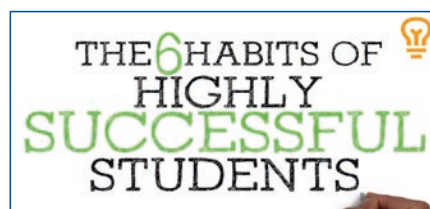
Inspire Education's evidence based, interactive programme begins with Ignite in Year 8. The Ignite seminar is designed to captivate, motivate, and educate students about the brain and the process of learning. It seeks to create a success-oriented mindset, boost academic performance, and foster a positive and lifelong attitude to learning. In the first year of post primary education, it enables students to develop the mindset and study habits to be successful, ensuring the journey through post primary education is not only smoother but also more rewarding, personally and educationally.

## Pupil Experience

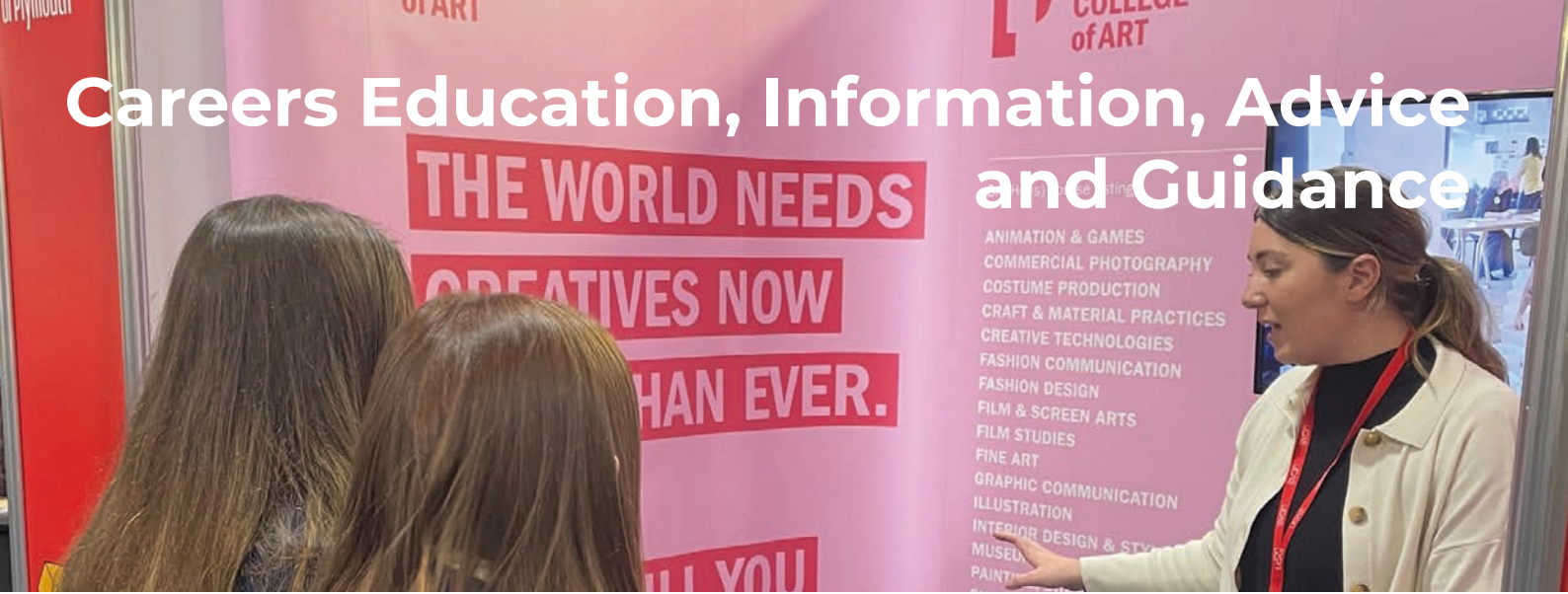
My experience of the study skills workshop was amazing! It was an interesting session and it helped me with revision during my winter exams. I would recommend this study skills workshop. Zara, Year 13.

The study programme helped me to find the best way to revise. Ellie, Year 8.

I found the session helped me to find strategies that worked for my revision, it also helped me not to feel under pressure. Jodie, Year 8.



# Careers Education, Information, Advice and Guidance



## Key Stage 5

Our Year 13 and 14 pupils receive a comprehensive biweekly Careers Programme and will be able to continue to access the Unifrog platform within allocated class time and at home when pursuing further and higher education courses. In addition to timetabled careers classes, pupils will participate in:

- Mock Interviews for Year 13 pupils
- Opportunities to sign up to online work experience and careers talks
- Special guest talks – Apprenticeships Work+, Belfast Metropolitan College, Cafre, Health and Social Care talks
- Opportunity to enrol in the Queen’s Pathways Programme
- Preparation guidance for applying to university and colleges using the UCAS system
- Visits to UCAS exhibitions, Queen’s University Belfast and Ulster University Open Days.



**Mr F Cuttle**  
Head of Careers



**Mrs E McKenna**  
Assistant Head of Careers  
Post Year 14 Destinations



**Mr C Burns**  
Assistant Head of Careers  
Curriculum Provision



**Miss M Lee**  
Assistant Head of Careers  
Work Related Learning



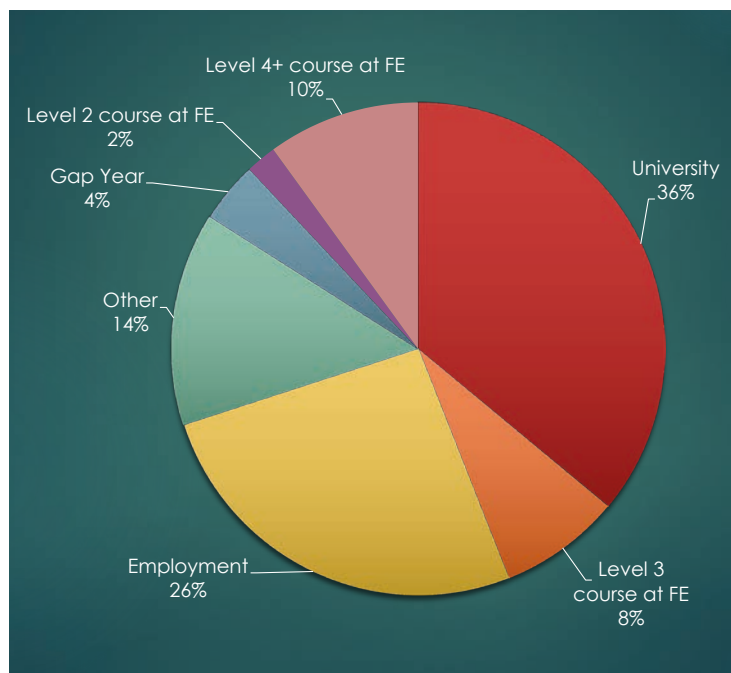
# Results Day – Making Post 16 Choices



## Exam Successes

Summer 2022 Exam Results	
Achieving 5+ GCSE grades at A* - C	87.5%
GCSE 5+ A* - C (inc English & Maths)	53.1%
Achieving 3 or more A levels at grades A* - C	68.0%
Achieving 2 or more A levels at grades A* - E	98.0%

## Year 14 Leavers – Overview of Destinations



## GCSE results will be issued on Thursday 24th August 2023.

Results are usually issued within school before those students who have achieved the required grades confirm their GCE/BTEC choices with staff. For those students who do not wish to return or who have not achieved the required grades, careers guidance is available.

If you wish to return to school you will need to confirm three GCE/BTEC choices. You will need to make these choices from the option blocks which will be come available once all provisional choices have been made.

# University Destinations

## Institution Name

Leeds Beckett University

Ulster University

Ulster University

Ulster University

Glasgow Caledonian University

Queen's University Belfast

Birmingham City University

Ulster University

Ulster University

Ulster University

Ulster University

Ulster University

Queen's University Belfast

Ulster University

Queen's University Belfast

Ulster University

Ulster University

Stranmillis University College

## Course Placed

Adult Nursing

Psychology with optional placement year

Photography with Video

Optometry

Nursing Studies (Child)

Professional Nursing (Adult) (February)

Real Estate with Professional Placement Year

Photography with Video

Graphic Design

Art and Design (Foundation Year for Specialist Degrees)

Biomedical Engineering

Art and Design (Foundation Year for Specialist Degrees)

Professional Nursing (Adult) (September)

Art and Design (Foundation Year for Specialist Degrees)

Professional Nursing (Adult) (February)

Optometry

Criminology and Criminal Justice

Early Childhood Studies





# School Uniform

## The Ashfield School Uniform consists of:

- Blazer:** Ashfield blue (woollen cloth) with school badge on pocket. Sixth Form blazer with braid trim.
- Skirt:** **Pleated knee length skirt in Ashfield blue colour.** The pleated skirt **must** be worn by all pupils in Years 8 – 14.
- Jumper:** Fine v-neck in dark blue, with school colours in neck-band.
- Blouses:** Blue gingham checked, open-necked blouse. For **Years 8 - 12 pupils only.**
- Shirts:** **White long sleeve shirt to be worn by Years 13 and 14 only.**
- Sixth Form Tie:** Ashfield tie, available from the school office.
- Coats:** Plain navy waterproof jacket or anorak suitable for wearing over blazer is acceptable.
- Scarf:** **Knitted school** scarf for Years 8-12 and college style wrap scarf for Years 13 and 14.
- Shoes:** Plain black flat-heeled leather school shoes. No ankle straps, studs or coloured soles. No black canvas or casual style shoes / plimsolls.
- Tights/Socks:** Plain black tights or navy knee length school socks.
- Hair:** Hair must be of a natural colour and no extreme styles are permitted. Hair accessories should be plain blue or black.
- Piercings:** One pair of small studs are allowed to be worn on the ears. No facial piercings. Ear bars, clear piercings or stretchers are not permitted as this is a health and safety issue. Pupils must be able to remove any piercings when in school.
- Jewellery:** One watch and a plain ring only. No other jewellery permitted.
- Badges:** **No badges other than school approved badges, to be worn.**
- Nails:** **Only natural nails are permitted. Pupils are not allowed to wear nail polish, nail extensions or acrylics.**
- Tattoos:** **No visible tattoos are permitted.**
- Make Up:** **Natural and appropriate for school.**

Uniforms should be obtained from the following official stockists.

SCHOOL WEAR  
D CRAWFORD  
21 Frances Street  
Newtownards, BT23 7DW  
Tel: 07801 343 505  
[www.schoolwearni.co.uk](http://www.schoolwearni.co.uk)

C A GOWDY LTD  
121 Woodstock Road  
Belfast  
BT6 8AB  
Tel: 028 9045 9052  
[www.gowdys.net](http://www.gowdys.net)

WARNOCKS LTD  
791/793 Lisburn Road  
Belfast  
BT9 7GX  
Tel: 028 9038 1828  
[www.warnocks.co.uk](http://www.warnocks.co.uk)

SCHOOLDAYS NI  
434 Newtownards Road  
Belfast  
BT4 1HJ  
Tel: 028 9543 3725  
[www.schooldaysltd.co.uk](http://www.schooldaysltd.co.uk)



# Transport to School

Pupils can use Translink's 'mLink' app, which can be downloaded to any smart phone, to find a variety of ticketing options which can be stored on the phone and presented to the driver whilst boarding. Tickets can be purchased on board or at any ticket vending machine along the Glider routes. A Translink weekly ticket costs £7.50 and there are no limits on the number of journeys it can be used for throughout the week, it can also be used at weekends.

## Translink School Service

Morning service to school (Monday – Friday)

- 8.09am school service from Holywood Arches to Ashfield Girls' High School
- 8.15am school service from Holywood Arches to Ashfield Girls' High School

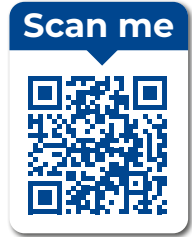
Afternoon service from school (Monday to Thursday)

- 3.30pm school service from Ashfield Girls' High School to the Holywood Arches

Afternoon service from school (Friday)

- 1.30pm school service from Ashfield Girls' High School to the Holywood Arches

The normal public bus service can be accessed by pupils and details of routes and times can be found on the Translink website.



# School Policies

Our policies can be found on the school website and are regularly updated in line with new legislation, guidance and good practice.



# Supporting Wellbeing



At Ashfield Girls' High School we understand the importance of wellbeing. Having positive wellbeing enables young people to cope with challenging life situations, achieve their full potential and contribute to society.

A whole school approach to promoting wellbeing allows our pupils to become more resilient, successful and to obtain support early. We do this by ensuring that they have opportunities to develop their knowledge and skills, feel safe and secure, build relationships and be connected to our school community. Pupil voice plays a significant role in our wellbeing support.

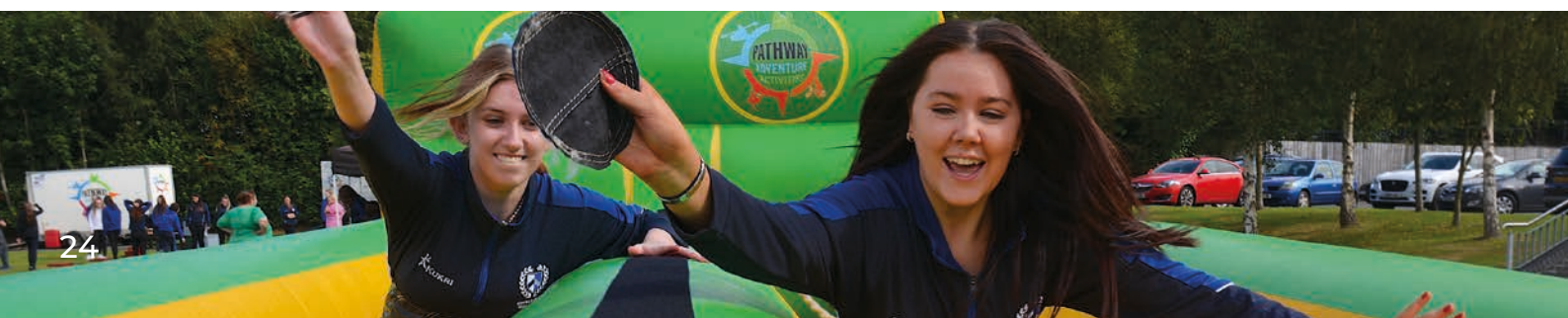
Ways that we identify pupils who may struggle with their wellbeing include:

- monitoring visits to the Pupil Welfare Auxiliary
- monitoring visits to the Sanctuary
- monitoring attendance
- analysing Pupil Attitude to School Survey (PASS) data
- staff identifying pupils needing additional support
- regular parent / carer contact
- contact with support groups in our community
- monitoring progress
- evaluating the transition process

Pupils learn about wellbeing in a number of ways including through the taught Personal Development Curriculum, opportunities to develop social and emotional skills embedded in a range of subjects, assemblies and other events delivered by external agencies.

Ways that we support wellbeing include:

- availability of school counselling services
- liaising with external services
- peer mentors
- therapeutic activities including art, relaxation, and mindfulness techniques
- activities such as games (indoor and outdoor) at lunchtime
- resources in the pupil planner
- signposting pupils to resources
- wellbeing area in the school library
- providing items to pupils in need, such as the 'Club Breakfast'
- having clear policies on key pastoral issues, such as Wellbeing, Promoting Positive Behaviour and Pupil Voice.







# Pastoral Support

Our Pastoral Care team is made up of experienced and committed staff who place the wellbeing of each pupil at the centre of their pastoral role.



**Mrs B Cripps**  
Vice-Principal for Pastoral Care  
Designated Teacher for Child Protection



**Mrs E McLees**  
Pastoral Support Co-ordinator



**Mrs P Doak**  
Head of Sixth Form and Assistant Vice-Principal



**Mrs A White**  
Pupil Welfare Auxiliary (Medical)



**Mrs E Lemon**  
Pupil Welfare Auxiliary (Safeguarding)



# SistersIN



	Ashfield Girls' High School - Belfast
	Assumption Grammar School - Ballynahinch
	Glenola Collegiate - Bangor
	Our Lady's Grammar School - Newry
	Strathearn School - Belfast
	St Cecilia's College - Derry
	St Genevieve's College - Belfast
	St Ronan's Grammar - Lurgan
	Thornhill College - Derry
	Victoria College - Belfast

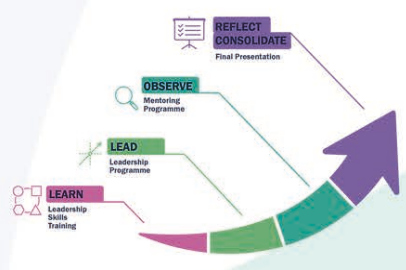
SistersIN is creating an ecosystem where schools, businesses and leaders are helping female students unlock a world of potential and develop the leadership skills needed to succeed in tomorrow's workplace.

SistersIN has created the signature SistersIN Leadership Programme, an 8-month development journey for sixth form girls to help build their confidence and broaden their career perspectives.

The programme delivers ....

- Leadership development training
- Mentorship from female business leaders
- Project leadership experience

Facilitated by schools in collaboration with leaders and businesses across Northern Ireland.



JOIN US AT ASHFIELD GIRLS' HIGH SCHOOL  
**MENTOR COFFEE BREAK**  
 DATE AND TIME:  
 THURSDAY 15 DECEMBER 2022  
 AT 9.00-10.00AM  
 IN OUR SCHOOL LIBRARY



# Sixth Form Success



Chelsea, Year 13  
attended the U19 Northern  
Ireland International  
Football camp



Mackenzie, Year 14 -  
Esker All Female Box  
Cup Champion of 2022.



Lisa, Year 14 – Baker McKenzie, runner up Student of the Year Award 2022



Rachael and Lisa, Year 14 are both finalists for The Eastside Award for Young Person of the Year 2022



Amy, Year 14 - 3rd place for best AS Animation in NI, CEA Moving Image Arts

# Education Maintenance Allowance



## All you need to know about EMA for academic year 2023/24

### What is EMA?

Education Maintenance Allowance is a **weekly allowance of £30 to help 16, 17, 18 and 19 year olds** with the costs of further education.

Payments are made every 2 weeks as long as you continue to meet your school or college's attendance requirements.

There are also 2 performance based bonuses of £100 normally paid out in January and June.

**Getting EMA won't affect any benefits you or your family already receive.**

### You need to meet the following requirements to be able to get EMA:

#### Age

Your 16th, 17th, 18th or 19th birthday falls on or between 2 July 2022 and 1 July 2023 and you are starting or continuing in further education from September 2023.

#### Course

You attend a post-compulsory further education course at an approved school or college in Northern Ireland. This must be full-time at school or a minimum of 15 guided hours per week at college, studying an eligible course and attending all classes.

#### Nationality and residency

If you're a UK citizen who normally lives in the UK you should be able to get EMA. If you're not a UK citizen you may still be able to get EMA, go to [www.nidirect.gov.uk](http://www.nidirect.gov.uk) for more information.

#### Household income

The table below shows how much you can get based on your household income.

Annual household income	Weekly EMA entitlement
£20,500 or less	£30
£22,500 or less and there's <b>at least 1 other</b> dependant eligible for child benefit in your household, other than you.	£30
Between £20,501 and £22,500 and there are <b>no other</b> dependants eligible for child benefit in your household, other than you.	£0
£22,501 or more	£0

# Education Maintenance Allowance

## Applying

### How do I apply?

You need to complete an application form.

You'll be able to get one from:

- your school or college
- [www.nidirect.gov.uk](http://www.nidirect.gov.uk)

### When do I apply?

Application forms will be available from spring 2023. You should return your application form as soon as possible, as far in advance of your course start date and no later than 31 March 2024

Keep an eye on [www.nidirect.gov.uk](http://www.nidirect.gov.uk) for updates about when to apply.

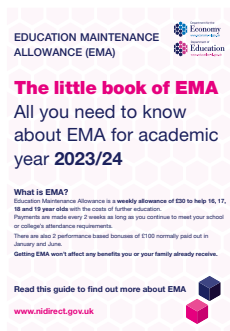
**30 September 2023 -** To be eligible for backdated payments, to the start of term, you must apply before this date.

**31 March 2024 -** We must receive your application before this date for you to be eligible for EMA in academic year 2023/24.

**31 August 2024 -** You must have completed your application, sending all information and evidence, before this date for you to be eligible for EMA in academic year 2023/24.

## Little Book of EMA - Quick Guide to EMA - Really important - Please Read

<https://www.nidirect.gov.uk/sites/default/files/2023-02/Ema-ni-little-book-of-ema-guide-2324-Feb-23.pdf>



**EDUCATION MAINTENANCE ALLOWANCE (EMA)**

**The little book of EMA**

All you need to know about EMA for academic year 2023/24

**What is EMA?**

Education Maintenance Allowance is a weekly allowance of £20 to help 16, 17, 18 and 19 year olds with the costs of further education.

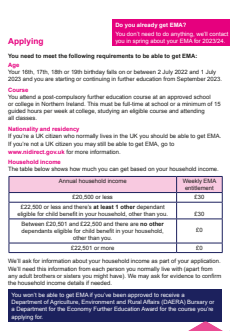
Payments are made every 2 weeks as long as you continue to meet your school or college's attendance requirements.

There are also 2 performance based bonuses of £100 normally paid out in January and June.

Getting EMA won't affect any benefits you or your family already receive.

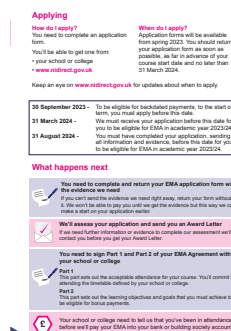
Read this guide to find out more about EMA

[www.nidirect.gov.uk](http://www.nidirect.gov.uk)



Annual household income	Weekly EMA entitlement
£20,000 or less	£30
£20,000 or more and there is at least 1 other dependent eligible for child benefit in your household, other than you	£30
between £22,001 and £23,000 and there are no other dependents eligible for child benefit in your household, other than you	£0
£22,001 or more	£0

You won't be able to get EMA if you've been approved to receive a bursary or other financial support from the Department for the Economy, Further Education Award for the course you're taking on.



**Applying**

How do I apply? You need to complete an application form. You'll be able to get one from: your school or college or [www.nidirect.gov.uk](http://www.nidirect.gov.uk)

When do I apply? Application forms will be available from spring 2023. You should return your application form as soon as possible, as far in advance of your course start date and no later than 31 March 2024.

Keep an eye on [www.nidirect.gov.uk](http://www.nidirect.gov.uk) for updates about when to apply.

**30 September 2023 -** To be eligible for backdated payments, to the start of term, you must apply before this date.

**31 March 2024 -** We must receive your application before this date for you to be eligible for EMA in academic year 2023/24.

**31 August 2024 -** You must have completed your application, sending all information and evidence, before this date for you to be eligible for EMA in academic year 2023/24.

**What happens next**

You need to complete and return your EMA application form with the evidence we need. If you can't send the evidence we need right away, return your form without it. We won't be able to give you until we get the evidence but this way we can make a start on your application earlier.

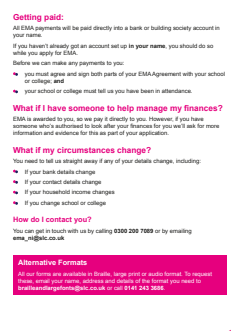
We'll assess your application and send you an Award Letter. If we need further information or evidence to complete our assessment we'll contact you to get your award letter.

You need to sign Part 1 and Part 2 of your EMA Agreement with your school or college.

Part 1 This part sets out the acceptable attendance for your course. You'll consent to attending the lessons outlined to your school or college.

Part 2 This part sets out the learning objectives and goals that you must achieve to be eligible to receive payments.

Your school or college needs to tell you that you've been in attendance before we'll pay your EMA into your bank or building society account.



**Getting paid:**

All EMA payments will be paid directly into a bank or building society account in your name.

If you haven't already got an account set up in your name, you should do so while you apply for EMA.

Before we can make any payments to you:

- you must agree and sign both parts of your EMA Agreement with your school or college, and
- your school or college must tell us you have been in attendance.

**What if I have someone to help manage my finances?**

EMA is awarded to you, so we pay it directly to you. However, if you have someone who's agreed to look after your finances for you we'll ask for more information and evidence for this as part of your application.

**What if my circumstances change?**

You need to tell us straight away if any of your details change, including:

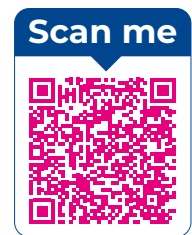
- if your bank details change
- if your contact details change
- if your household income changes
- if you change school or college

**How do I contact you?**

You can get in touch with us by calling 0300 200 7089 or by emailing [ema\\_ni@nidirect.gov.uk](mailto:ema_ni@nidirect.gov.uk)

**Alternative Formats**

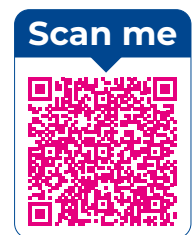
All our forms are available in Braille, large print or audio format. To request these, email your name, address and email address to [braille@nidirect.gov.uk](mailto:braille@nidirect.gov.uk) or call 0141 245 5002

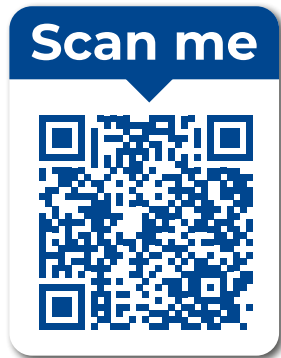


## Further information about EMA and application forms can be found at

[www.nidirect.gov.uk/publications/education-maintenance-allowance-application-forms-and-guidance-notes](http://www.nidirect.gov.uk/publications/education-maintenance-allowance-application-forms-and-guidance-notes)

Please remember to send completed applications and supporting documents directly to EMA and not into school.





Online  
Prospectus

Challenging girls today; creating women of value in the future

[www.ashfieldgirls.org](http://www.ashfieldgirls.org)

## CONTACT US

Principal: Mrs Louise Hanvey BSc (Hons) PGCE, PQHNI, PGDH

Hollywood Road, Belfast, BT4 2LY

Tel: 028 9047 1744

[info@ashgirls.belfast.ni.sch.uk](mailto:info@ashgirls.belfast.ni.sch.uk)

[www.ashfieldgirls.org](http://www.ashfieldgirls.org)