



Information for parents / carers

Education Maintenance Allowance School Session 2022/23

How can my child apply for Education Maintenance Allowance?

Your child should complete an EMA application form, which is available from schools or from the Moray Council Access Points listed below.

The award is based on household income which is normally assessed on gross taxable income for the period 6 April 2021 to 5 April 2022.

How is our household income assessed?

The income thresholds for 2022-23 applicants are as follows:-

Household income	Number of dependent children in the household
£0 - £24,421	for families with a single child in full-time education
£0 - £26,884	for families with more than 1 child in full-time education

Dependent children are all those up to the age of 16, and those over the age of 16 and up to the age of 25 if they are in full time further or higher education.

- **If you currently claim for Free School Meals and a Clothing Grant, Housing Benefit or Council Tax Reduction, and *your personal circumstances have not changed*, you do not need to do anything.** EMA will automatically be awarded to your child and they will receive a letter to confirm the award after they have submitted their EMA application form.
- **If you currently claim Free School Meals and a Clothing Grant, Housing Benefit or Council Tax Reduction, and *your personal circumstances have recently changed* then you need to inform the Benefits Service** using the contact details listed below. If you are then assessed as being eligible for Education Maintenance Allowance your child you will receive a letter to confirm the award after they have submitted their EMA application form.
- **If you do not currently claim Free School Meals and a Clothing Grant, Housing Benefit or Council Tax Reduction then you need to complete a benefits claim form.** Benefits claim forms are available from Moray Council Access Points listed below and from schools.

How to contact the benefits service?

Benefits claim forms are available from Moray Council Access Points listed below.

- BUCKIE - 13 Cluny Square, Buckie, AB56 1AJ
- ELGIN - Council Office, High Street, Elgin, IV30 1BX
- FORRES – Forres Library, Forres House, Forres, IV36 1BU
- KEITH - The Resource Centre, 26 Mid Street, Keith, AB55 5AH

You can contact the Benefits Service by telephoning 01343 563456, writing to The Revenues Section, Council Office, High Street, Elgin, IV30 1BX, or emailing revenues@moray.gov.uk.