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Dear Head Teacher/Business Managers

STAFF ABSENCE SCHEME – 2023/2024

The purpose of this letter is to thank your school for joining the 2023/24 scheme and to give you some important notes of guidance on how the scheme will operate this year.

The online pro-forma for the Staff Absence claims is available via the link on the Schools Portal – **Quick links – General Information – BSC Schools and Academies Staff Absence Scheme.**

To maintain effective monitoring of the Scheme, claims must be submitted within the term they relate to on monthly basis. **Claims should be submitted by the last working day of that month or as soon as you have received the invoice.**

Due to the school holidays, the deadline dates below are for submitting any outstanding July & December claims only. Claims received after the deadlines for both months will be held back until the end of the financial year, they will only be paid if the spring term payment is 100% and there are sufficient funds left.

July Claims – Friday 8 September 2023
December Claims – Friday 12 January 2024

Maternity and adoption leave payments will be calculated and paid on a termly basis. To ensure you receive the termly payments, please ensure you have notified the Education Payroll Team when your employees are going on maternity or adoption leave by sending a completed change of details form, a signed SMP4 form and MATB1 certificate.

Benefits

- Benefits are paid at the following rates, dependent on the level of cover purchased, when paid cover is used at the time of the absence:

Standard Protection

Teachers – £110 per day
Support Staff – £55 per day
Midday Supervisors, Out of School Staff (employed by the schools) – £3.50 per hour

Premium Protection

Teachers – £125 per day
Support Staff – £60 per day
Midday Supervisors, Out of School Staff (employed by the schools) – £3.50 per hour

These rates are for sickness absence, paternity leave, Jury Service and suspension claims.

Claims for part-time employees will be paid at a pro-rata rate.

Maternity and Adoption Leave

The benefit to the school is 100% OMP & 8% SMP plus proportion of the on-costs. If a replacement is employed, the school will continue to meet the full costs of the replacement employee.

Capped Benefits

The Scheme operates a 'capping' arrangement. This removes the possibility of overspending by allocating the incoming funds on a percentage basis to each school term as follows:

- Summer term - 30%
- Autumn term - 35%
- Spring term - 35%

As in previous years, if the total level of demand in any term exceeds the funds available, payments to schools for that term will be reduced proportionately. Conversely, any surplus remaining at the end of each term will be carried forward to the following term.

Following documents should be attached with each claim:

- Sickness:** Copy of letter of appointment if a temporary employee has been given a contract to cover the sickness absence. The employee has been appointed specifically to cover the absence (not acting up arrangements).
Copy of invoice from an external agency.
- Jury Service:** Copy of the employees summons from the court.
Copy of invoice from an external agency
- Paternity:** Copy of Form SPP4.
Copy of invoice from an external agency
- Suspension:** Copy of letter of appointment if a temporary employee has been given a contract to cover the sickness absence.
Copy of invoice from an external agency.

We do not require copies of medical certificates.

Before completing a sickness absence claim, please ensure the absence has been recorded on the BMS system, any supply hours entered on the BMS system have been entered on the same days you are claiming for, or you have copies of the invoice/s.

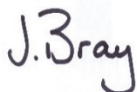
Payments

Payments will be made on a termly basis as follows:

- Summer term – Period 6 (September)
- Autumn term – Period 11 (February)
- Spring term – Period 13 (April).

Schools will receive an email giving the percentage rate for the term and a detailed print showing each claim and the amount to be credited to the school will be loaded onto the BMS Portal each Term.

Yours sincerely



Senior Practitioner
Payroll Services
Business Support Centre