Long Term Absence Pooling Scheme 2017-18 for Nursery, Primary and Special Schools

Benefits of the LTA Scheme

The scheme will cover all teaching and support staff paid from the school’s delegated budget. It does not cover employees paid from other sources e.g. On Track and Active Luton, or community focused extended school staff.

The recompense towards the cost of supply cover will start after a 15 day cumulative period of sickness or suspension absence in any one financial year. All staff employed on an ad hoc basis will be excluded from the scheme, as no additional costs are incurred by the school when they are absent. The scheme recompenses for working days only.

Reimbursement will normally be for term time only and will not include school holidays, except in the case of site agents and cleaners for whom special rules apply.

<table>
<thead>
<tr>
<th>RECOMPENSE RATES</th>
<th>FULL PAY</th>
<th>HALF PAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teachers</td>
<td>£175.00</td>
<td>£86.50</td>
</tr>
<tr>
<td>Nursery Nurses/HLTA</td>
<td>£95.00</td>
<td>£47.50</td>
</tr>
<tr>
<td>Educational and Administrative Support Staff &amp; Site</td>
<td>£9.70 per hour</td>
<td>£4.85 per hour</td>
</tr>
<tr>
<td>Agents</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Midday Supervisors &amp; Cleaners</td>
<td>£6.90 per hour</td>
<td>£3.45 per hour</td>
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</table>

For teachers, the scheme will provide reimbursement at £175.00 per working day during the period of absence that the teacher receives full pay and £86.50 per working day when the teacher is paid half pay, or pro rata if part time.

For nursery nurses and HLTAs the scheme will provide reimbursement at £95.00 per working day during the period of absence that the employee receives full pay and £47.50 per working day when the employee is paid half pay, or pro rata if part time.

For educational and administrative support staff and site agents, recompense will be paid at the rate of £9.70 per hour and for cleaners and midday supervisors at £6.90 per hour, half pay rates also apply.

Basis of Contribution into the Scheme

At the start of the financial year the contribution into the LTA Pooling Scheme will be based upon each school’s actual salary costs for the previous year. Discounts will be applied to schools with a claim history that is 50% below its premium in the previous year.
**Payment of Contributions into the Scheme**

Scheme 2 schools will be charged by central journal in Period 1 from **0952 (E10)** Supply Teacher Insurance and **0951 (E11)** for Non-Teaching Staff Absence Insurance. Scheme 1 schools will see this charge appear as an adjustment on their monthly income allocation sheet on the same codes.

A corresponding amount should be set up as a budget against these codes and included on the school budget plan.

**Claims made on the Scheme**

During the year schools will complete a claim form in respect of any members of staff absent due to either cumulative or continuous sickness. Doctor's certificates are not required for each claim, but may be requested for audit purposes. For suspended staff proof of suspension may be requested.

In all cases, schools must submit claims for payment on a monthly basis and within one month of the end of the relevant term or sooner if the employee has returned to work.

The LMS team will then process a credit for schools on either **7335 (I10)** Supply teacher insurance income or **7336 (I11)** Non teaching staff insurance income. For all schools operating a local bank account under Scheme 1 the amount due will be included in the monthly payment transfer.

**Year end reconciliation**

The scheme operates as a pooling scheme and not as an insurance scheme. Therefore, at the end of the financial year the actual cost of the Pooling Scheme will be reviewed. Any remaining unspent funds will be refunded to participating schools using the same formula used to calculate the premium at the start of the year. Any overspend will be recharged to schools on the basis of claims made during the year and not on initial premiums.

**Further information**

Claim forms can be found on the finance document grid, see link below: [http://www.luton.gov.uk/Education_and_learning/Schools_and_colleges/schools-staff/finance-documents-for-schools/Pages/Key-documents,-forms-and-templates.aspx](http://www.luton.gov.uk/Education_and_learning/Schools_and_colleges/schools-staff/finance-documents-for-schools/Pages/Key-documents,-forms-and-templates.aspx)

Please submit claims by email to lms@luton.gov.uk

For further guidance on the operation of the scheme, please contact a member of the LMS Team by telephone (548077) or by email lms@luton.gov.uk.