



# MANAGEMENT CIRCULAR

50

Education Services, City Chambers, 40 John Street, Glasgow G1 1JL

**December 2018**  
**Management Circular No. 50**

To Heads of all educational establishments

## **Absence Cover Arrangements**

The arrangements identified in SNCT for providing cover during a teacher absence will apply in all Glasgow schools

There will be a staff replacement cost budget devolved to each primary, secondary and additional support needs school. The budget, which is proportionate to the number of teaching staff on the complement of the school, is designed to provide for the purchase of short-term supply cover. Schools will, no doubt, use a large part of their budgets to cover for staff absence due to illness, attendance at in-service training, etc. It is, however, also perfectly legitimate to use the budget to release teaching staff for other professional activities in connection with the work of the school.

Experience of operating this system indicates that very few schools will experience difficulty in meeting their requirements from within the resources provided for them. There may, however, be a small number of cases where factors such as exceptional levels of illness among staff will mean that the budget cannot cope with all the demands made upon it. In such circumstances the Executive Director of Education will supplement the school's resources but only after careful investigation to ensure that the budget and staff absence has been properly managed at school level. The financial arrangement will operate on a financial year basis. A sum will be delegated to you for the full financial year. This full year figure is shown in your revenue budget book.

In exceptional circumstances, where all teaching staff a fully class committed, authorisation may be given for cover from the first day of absence.

A copy of the full arrangements is attached as an appendix to this Management Circular.

Maureen McKenna  
Executive Director of Education

## Absence Cover Arrangements

- 1 Absence cover will be provided:
  - (a) immediately in the cases of advanced notice absences of more than 3 days
  - (b) after 3 days in the case of unplanned absences.
  
- 2 a) In the absence of an LNCT agreement the Joint Secretaries have agreed the following where it has not been possible to source cover:
  - i. contractual class contact time should always be respected
  - ii. internal cover duties should be distributed on an equitable basis taking account of the workload of all staff.
  - iii. internal cover arrangements should be open and transparent and shared with the school trade union representative (s)
  - iv. the Headteacher should continue to request cover from the supply team for any ongoing absence
  - b) Promoted staff should normally receive the appropriate amount of management time.
  - c) The timetabled commitments of staff who may not have prime responsibility for a class but who do have contractual duties in areas such as pupil support, support for learning, EAL support should normally be respected.
  - d) In primary schools, the splitting of classes should be avoided and only resorted to in exceptional circumstances.
  - e) In secondary schools, the amount of cover to be provided internally should take account of the subject demands and fluctuations in workload over the school session.
  
- 3 Central funding
  - i. Resources will be retained centrally in order to finance the provision of:
    - a) cover from the first day of maternity leave
    - b) cover from the first day of a period of **foreseen** long-term absence (e.g. planned surgery, absence indicated by medical certificate or similar document as likely to extend beyond the period stated in section iii. below)
    - c) cover for long-term absence, other than on account of maternity
    - d) cover for absence on account of trade union duties falling within the scope of the authority's agreement with teachers' trade unions

- e) cover for jury duty after the third day of absence
- f) cover, considered necessary following discussion between the Head of Establishment and the Executive Director of Education Services, for absence resulting from participation in the work of GTCS, Education Scotland or other similar national body
- g) cover, considered necessary following discussion between the Head of Establishment and the Executive Director of Education Services for absence resulting from participation in the work of the authority, e.g. release of staff for specific projects
- h) cover in other circumstances where the Executive Director of Education Services is satisfied that an undue burden might otherwise be placed upon the school
- i) arrangements for the provision of immediate cover may be made on an exceptional basis by the Executive Director of Education Services in respect of schools where all teaching staff are full-time class committed.