**2025/26 Absence Scheme FTE and Premium Calculator**

The absence scheme for 2025/26 pricing remains unchanged from the previous year. There are some amendments to the wording of the policy and a new requirement to provide Self Certification forms for sickness lasting less than 8 days. We recommend that you read the scheme documentation to familiarise yourself before making any commitment to buy into the scheme.

To calculate your premium, we advise that you use the FTE calculator tool [available here.](https://www.cambslearntogether.co.uk/cambridgeshire-services-to-schools/cambridgeshire-schools-finance/cambridgeshire-absence-schemes-and-contingencies)

The tool is made up of two sheets.

**FTE Calc**

In this sheet, you should enter the hours and weeks for each member of staff to calculate their FTE. Once you have entered all the members of staff the green boxes at the top will provide a cumulative FTE for each type of non-teaching staff the scheme allows for. This will then feed through to the next sheet for the purpose of calculating your premiums.

Where a member of Other Support Staff has an FTE of below 0.4 for any role, they cannot be covered under this scheme. You should remove them from the FTE calc as they are not eligible for cover. This will ensure that your premium is calculated correctly. Breakfast Club and After School Club staff continue to be excluded from the scheme.

**Premium Calc**

This sheet will provide an indicative figure of the premium payable to cover staff in your school.

At the top of the sheet, please select your school from the drop-down menu. This will provide the premium payable for teachers based on your October 2024 census. The data entered on the previous sheet will also pull through to provide premiums payable for each area of the scheme. You will need to select whether you require day 1 or day 11 cover for Caretaking/Site staff.

Once you have completed all of the information you should use the survey to indicate which level(s) of cover you wish to purchase.