

Schools Compliance

April 2026 – Noticeboard Communications

Pay & Policy Compliance

Pay and Policy Compliance

April 2026 Noticeboard

Welcome to the April 2026 edition of our Pay and Policy Compliance Update, we hope you have had an enjoyable break.

In this issue, we will share useful information and reminders to help you stay informed and compliant with BCC's terms and conditions of employment.

In this edition, we will cover the following topics:

- Teachers Pay Policy update
- Continuous Service Dates
- Contract end dates for Teachers in April 2026
- Contract end dates for Term-Time Only Support Staff in April 2026
- April milestones: Support staff pay progression & Annual leave and TTO calculations
- Support Staff – Rules for 6-Month Increments for newly appointed staff
- Support Staff - Pay on appointment
- Assurance checks – data requirements
- Assurance Data Returns – May 2026
- Schools converting to Academy Status

BCC Pay Policy 2025 - update

The 2025 Birmingham City Council Teachers Pay Policy is still under review.

We again apologise for this delay and hope that this will be concluded in the near future. We will share the final version of the 2025 document once it has been ratified. As advised previously the document will be uploaded to the Working for Schools webpage, and Head Teachers will be notified of this action directly via email.

Continuous Service Dates

As previously highlighted, each employee's continuous service data has been provided to all schools as part of the offboarding process. When submitting your assurance returns, please ensure this information is recorded accurately. Further guidance on continuous service can be found on the Working in Schools webpage: [Continuity of Service | Birmingham City Council](#).

Contract End Dates for Teachers in April 2026

Please be reminded that teachers leaving or retiring at the end of the Spring term, who are not moving on to another teaching post, are entitled to be paid up to 30 April. For further guidance on teachers' notice periods, please refer to the working in schools webpage [Burgundy Book - Conditions Of Service For School Teachers In England and Wales - 8 June 2023 | Birmingham City Council](#)

Please ensure your payroll provider are informed and instructed accordingly.

Contract End Dates for Term-Time Only Support Staff in April 2026

Please be reminded that support staff in term-time only arrangements who resign or retire during the Spring term must be paid up until the end of the Easter holiday period (12 April 2026). This ensures that all annual leave entitlements are included in their final salary, in accordance with support staff terms and conditions. Please ensure your payroll provider is instructed accordingly.

April Milestones:

Support Staff Pay Progression

As a reminder, since BCC decoupled pay progression from appraisal on 1 April 2021. Support staff annual increments are automatically applied on 1 April each year until the maximum of the grade is reached.

This is subject to:

- completion of six months' satisfactory performance in post, and
- the employee having commenced prior to 1 October in the preceding year,

This applies whether the post was attained through appointment, promotion, secondment, acting up or regrading.

Further guidance can be found on the Working for Schools webpage:

Support staff incremental pay | Birmingham City Council

Please liaise with your payroll provider to ensure these incremental increases are applied appropriately in time for April pay.

Annual Leave and TTO Calculations

Please be reminded that 1 April is the time that annual leave entitlements renew. Therefore, Schools should ensure that all relevant annual leave entitlements and TTO calculations should be identified, reviewed, and actioned appropriately, with any changes taking effect from 1 April.

Please liaise with your HR/Payroll provider to ensure that any changes are processed in a timely manner, so as not to disadvantage employee pay entitlements and to ensure adherence to established support staff terms and conditions.

Annual Leave Entitlement

30 DAYS ANNUAL LEAVE (Less than 5 years' service)	33 DAYS ANNUAL LEAVE (5- 10 years' service)	35 DAYS ANNUAL LEAVE (more than 10 years' service)
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Term-Time Only Calculations

WEEKS WORKED PER YEAR	TTO WEEKS PER YEAR TO BE PAID		
	30 DAYS ANNUAL LEAVE (Less than 5 years' service)	33 DAYS ANNUAL LEAVE (5- 10 years' service)	35 DAYS ANNUAL LEAVE (more than 10 years' service)
39	45.79	46.42	46.85

When an employee reaches the required service threshold for increased annual leave entitlement i.e 0-5 years, 5-10 years and 10+ years, their TTO pay calculation will also increase. The adjustment will take effect from the following year on 1st April.

Please liaise with your payroll provider to ensure these TTO uplifts are applied appropriately in time for April pay

Examples:

- An employee who started employment on 31 May 2020 will be entitled to move to the 5–10 years calculation on 1 April 2026.
- An employee who started employment on 1 December 2020 will be entitled to move to the 5–10 years calculation on 1 April 2026.

Further guidance on TTO calculations can be found on the Working in Schools webpage - [Term time only calculation | Birmingham City Council](#)

Support Staff – 6-Month Increments for newly appointed staff

As a reminder, please see below the rules for awarding increments to newly appointed, promoted, seconded, or acting up arrangements for staff.

Employees starting between 1 April and 30 September

- These employees will receive their first increment on 1 April the following year.
- Subsequent increments will be applied annually on 1 April thereafter.

Example:

An employee appointed on 5 June 2025

* First increment: 1 April 2026

* Subsequent increments will be applied annually on 1 April each year thereafter.

Employees starting between 1 October and 31 March

- These employees will receive their first increment once they have completed 6 months of satisfactory service.
- Subsequent increments will be applied annually on 1 April each year thereafter

Example:

An employee appointed on 5 November 2025

*First increment: 5 May 2026 (following 6 months' service)

* Subsequent increments will be applied annually on 1 April each year thereafter.

Support Staff - Pay on appointment

External candidates must be appointed at the bottom of the relevant salary scale for the role. If an external candidate's current salary is higher than the bottom of the scale, a salary match within the grade may be considered, provided it falls within the pay range for the post and takes into account their overall current compensation package compared with the package offered by the school/local authority.

Employees moving internally to a role at the same grade should be appointed at their existing grade and spinal column point.

Accelerated increments on appointment are **not** permissible.

Example - If Employee A resigns from a Birmingham school on 31st August 2026 on Grade B Spinal Point 12 to commence employment on the same graded job role at another Birmingham school on 1st September 2026, they are required to commence on the same spinal point until either the 6 month increment is applied (as stated in above guidance) or they receive the standard 1st April incremental increase.

Please ensure this policy is fully adhered to, as any deviation from this policy may expose the school to significant risk, including potential equal pay challenges for both the school and Birmingham City Council.

Assurance Checks – May 2026

Data Returns

Please be advised that, in line with the Schools Assurance Schedule, no data submission is required for April 2026.

The next data set return will be for May 2026. If your school is included in the assurance schedule for this period, please note that the assurance data collection is scheduled for 27 May 2026.

To ensure accuracy, all payroll submissions must have been processed by your payroll provider before generating and submitting your reports. This will help to capture the most up to date workforce data and ensure any recent changes are reflected in the current payroll month. Your cooperation in meeting this deadline will be greatly appreciated as failure to provide data will result in the school being recorded as non-compliant.

Data Requirements

This is a reminder of the mandatory data reports required by Resourcing and Pay & Policy Compliance to complete assurance checks for offboarded schools.

To ensure timely completion of assurance checks, all data items listed below must be provided in full. Incomplete submissions will mean that Resourcing and Pay & Policy Compliance is unable to confirm the school as compliant.

Required Data

- Full name and NI number
- Start date and continuous service date
- Leave date and reason for leaving
- Grade & Spinal Point
- Salary (FTE and pro rata)
- Contracted hours
- AYR/TTO weeks
- Allowances
- Leadership / Headteacher ISR range

Teachers

For all teacher allowances (e.g., Acting Allowance, SEN, TLR), please include:

- Type of allowance
- Reason (if temporary)
- Start date
- End date (if applicable)

Support Staff

For all support staff allowances (e.g., SEN, Honorariums, First Aid, Fire Marshal, etc.) please include:

- Type of allowance
- Start date
- End date (if applicable)
- Reason (if applicable)

Schools Converting to Academy Status

If your school has recently converted to academy status, please send confirmation to our inbox at **Pay.compliance@birmingham.gov.uk**. Since Birmingham City Council will no longer be the employer for your establishment, we are not required to complete assurance checks on your school's data and will therefore remove your school from the assurance schedule.