

Multi Academy Trust and Academy MCR submissions

February 2026

As an academy or Multi Academy Trust (MAT), there are two methods of supplying your monthly MCR file and corresponding payment:



Method one - MAT submission

All the data for your academies and centralised staff is supplied on one single MCR file under the 751 number. You should then make a single payment matching the total you've submitted in your MCR file once the confirmation receipt is received. Only one End of Year Certificate (EOYC) should be submitted under this method.

Method two - Academy submission

Each academy is submitted on its own MCR file. In addition, any centralised staff should be provided on a separate MCR file. For example, if a MAT has five academies and employs central staff, we'd expect six MCR submissions (five for the academies and one for the centralised staff). We'd then expect six payments, one for each submission, which match to the corresponding files once the confirmation receipt is received. An EOYC should be submitted for each establishment.

There are some key points you need to know for each method and some general information that may help you further when processing your monthly files.

Method one key points:

- All associated establishments would have to start the Data Assurance stage at the same time
- Any new establishments joining a MAT after their Data Assurance stage has completed would just be classed as live and wouldn't go through this stage
- Although you can submit one file under the 751 number, each row of data must contain the LA and Establishment number of the academy where the member is employed
- Only centrally employed staff, such as an Executive Head or Supply, will hold an LA and Establishment number of the MAT (i.e. 751/xxxx).

Method two key points:

- You can't combine multiple establishments under one LA/Establishment number
- You can stagger the Data Assurance stage. Please be aware that the payment deadline of the 15th would only be extended to the establishments submitting via MCR.
- Any academies that haven't on-boarded to MCR would still need to complete MDC and a Monthly Contributions Breakdown form by the 7th of each month
- Once you've completed this stage for your existing establishments, any new establishments joining your Trust would still go through the Data Assurance stage.

General information for MATs:

- If you're a MAT, which doesn't currently hold a 751/xxxx number and wishes to do so, please contact tpestabs@teacherspensions.co.uk
- If you don't set up your Trust with a MAT 751/ xxxx number, you'll only be able to send individual MCR files and individual payments (Method two)
- If an existing establishment joins your Trust and has already completed/started this stage and you're not currently ready to submit MCR for your establishments, you'll need to [contact us](#) and we can review whether they can be reverted back to MDC and Monthly Contributions Breakdown form submissions. If this is agreed, they'll have to complete the Data Assurance stage again once you're ready to on-board. Their submission deadline will revert back to the 7th of the month.