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part of the



LDBS Academies Trust
LAT and LAT 2

Family and Parental Leave Policy

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Position	Chair of the School Board of Governors	Position	Headteacher
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NOTE TO THE LOCAL ACADEMY COMMITTEES – MAY BE DELETED UPON LAC ADOPTION

This is the Trust-wide Family and Parental Leave policy template. A space is foreseen above for the school to add its own logo and name. A box below is foreseen for the school to add its school-specific Values. Please do not change the formatting as the Policy contains style-based cross-references. This document sets minimum compliance requirements for all LDBS Academies Trust (LAT and LAT 2) schools. For all staffing-related policies, the Trust follows the guidance of the LDBS HR service. Each Local Academy Committee (LAC) is requested to: (i) Approve this template (ii) Ensure the information is made available to staff on a school staff shared drive or intranet; (iii) Ensure local implementation complies with this template.

Version control update log: New template to reflect the need for a policy covering a broader set of family and parental leave situations, in addition to maternity leave and shared parental leave, which are covered by separate policies, which this policy refers to.

PLEASE UPDATE THE TABLE OF CONTENTS AFTER REMOVAL OF THIS SECTION (Go stand on the table of contents and you will see an “update this table” button on the top right)!

TRUST VISION STATEMENT

“The kingdom of heaven is like a mustard seed, which a man took and planted in his field. Though it is the smallest of all seeds, yet when it grows, it is the largest of garden plants and becomes a tree, so that the birds come and perch in its branches.” (Matthew 13: 31-32)

In the parable of The Mustard Seed, Jesus reminds us that even the smallest of seeds has the potential to grow into the fullness of itself. We aim to provide the right environment for our children, and all whom we serve, to flourish into the fullness of themselves. He tells us these seeds grow into trees, capable of providing a home for a rich diversity of life, our work is to ensure all in our communities grow into people of compassion and wisdom with a deep spiritual understanding of how to support the needs of others.

SCHOOL VALUES

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1 Aims

This policy aims to:

Set out the Trust's and its schools' approach to maternity, paternity, adoption and shared parental leave, and other family-related leave

Make sure our Trust and its schools are a family-friendly place to work by supporting staff members who need to take time off work for family-related reasons

Support all parties in managing family-related leave effectively and consistently, to ensure a fair and transparent approach across the Trust that complies with our duties under the Equality Act 2010 and Employment Rights Act 1996

2 Legislation and guidance

This policy meets the requirements of:

- [Data Protection Act 2018](#)
- [Employee rights when on leave – GOV.UK](#)
- [Employment Rights Act 1996](#)
- [Employment: Statutory Code of Practice – the Equality and Human Rights Commission](#)
- [Equality Act 2010](#)
- [Induction for Early Career Teachers \(England\) – GOV.UK](#)
- [Protecting pregnant workers and new mothers – the Health and Safety Executive](#)
- [The Maternity Leave, Adoption Leave and Shared Parental Leave \(Amendment\) Regulations 2024](#)
- [The Neonatal Care \(Leave and Pay\) Act 2023](#)
- [The Paternity Leave \(Amendment\) Regulations 2024](#)

It also reflects best practice guidance set out in:

- [The Advice, Conciliation and Arbitration Service \(Acas\)'s guidance on accommodating breastfeeding employees in the workplace](#)
- [The Advice, Conciliation and Arbitration Service \(Acas\)'s guidance on holiday, sickness and leave](#)

Some of our staff have a contract that specifically incorporates conditions from:

[School Teachers' Pay and Conditions Document \(STPCD\)](#)

[Conditions of Service for School Teachers in England and Wales \(the Burgundy Book\)](#)

[The National Agreement on Pay and Conditions for Support Staff \(the Green Book\)](#)

These will continue to apply due to the [Transfer of Undertakings \(Protection of Employment\) \(TUPE\) Regulations 2006](#), which protect employees' terms and conditions when a maintained school becomes an academy.

As such, this policy complies with the STPCD, the Burgundy Book and the Green Book.

This policy complies with our funding agreement and articles of association.

It should in particular be read alongside the school's separate Maternity and Shared Parental Leave Policies (available on your school intranet / shared drive)

3 Scope and Eligibility

This policy applies to all full-time and part-time staff who are employed directly by the Trust (LAT and LAT 2) or any of its academies.

Self-employed workers, volunteers and agency workers are not covered by this policy. Non-employees should contact the Trust's HR Service Provider, the LDBS HR team, by email to hrservices@london.anglican.org.

4 Data Protection

All discussions and sensitive medical and personal information about staff members will be treated confidentially by all parties concerned. This data will be collected, used and stored in line with the Data Protection Act 2018. Please refer to our privacy notice for staff members for more detail on how data will be processed (<https://www.ldbsact.org/Policies/>).

5 Roles and Responsibilities

The Trust buys into the HR services of the HR department of the London Diocesan Board for Schools. The CEO is responsible for all maternity-related matters of central staff and headteachers. The Headteachers are responsible for handling all maternity-related matters of school teaching and non-teaching staff. The execution of processes related to maternity will be handled by the School Business Manager or (in schools where this role does not exist) the Office Manager.

5.1 CEO

The CEO is responsible for making sure that:

- This family and parental leave policy is applied consistently across the trust and that it is in line with equality legislation
- Headteachers are aware of this policy and their responsibilities
- They fulfil their responsibilities as a line manager (see below) where relevant

5.2 Headteacher

The Headteacher is responsible for making sure that:

- This family and parental leave policy is applied consistently across the school and that it is in line with equality legislation
- Line managers are aware of this policy and their responsibilities
- They fulfil their responsibilities as line manager (see below) where relevant

5.3 Line managers

Line managers, including where relevant the CEO and the Headteacher, have day-to-day responsibility for this policy. If staff have questions about this policy, they should refer to their line manager in the first instance.

Line managers are responsible for:

- Considering all valid requests for time off equally and fairly
- Supporting staff to understand this policy
- Supporting staff and managing family-related leave and matters confidentially and sensitively, and in line with the Data Protection Act 2018
- Taking family-related leave and responsibilities into account when monitoring staff's workload, and promoting positive working arrangements
- Maintaining effective communication with staff, including while staff are on leave
- Liaising with payroll promptly if a staff member's pay needs to be adjusted as a result of them taking maternity, paternity, adoption, shared parental, or other types of family-related leave
- Giving due regard to equality legislation and taking any protected characteristics into consideration

5.4 Trust Board of Directors / Local Academy Committees

The Trust Board of Directors will approve this policy for the Trust and hold the CEO to account for its implementation. The Local Academy Committees will also approve this policy for the Trust and hold the Headteacher to account for its implementation.

5.5 Other staff

Staff are expected to:

- Take the time to understand the sections of the policy that apply to them, and seek further detail and/or clarification from their line manager [and the HR team] if necessary
- Follow the procedures set out in this policy
- Adhere to the stated timescales

6 Maternity leave (including for surrogates) and pay

See the Trust's separate Maternity Leave Policy for details.

7 Paternity leave and pay

Below we set out statutory paternity leave and pay entitlements. Please contact the Trust's HR service provider for information regarding any occupational paternity leave and/or pay in addition to statutory entitlements that would be available. They can be reached on hrservice@london.anglican.org.

7.1 Statutory paternity leave (including for intended fathers following surrogacy)

You are entitled to take 1 week or 2 weeks* of statutory paternity leave if you have worked for the trust or one of its schools) for at least 26 weeks up to any day in the 15th week before the baby is due. These may be either:

- A single consecutive period of leave of either 1 week (*) or 2 weeks (*), or
- 2 non-consecutive periods of 1 week (*) of leave

You receive the same amount of leave even if you have more than 1 child, e.g. twins.

(*) Please note that “A week” is the amount of time that you normally work in a week (so a week is 2 days if you normally work on Mondays and Tuesdays only).

You may take the leave at any time:

- In the first 52 weeks after the birth of your child or adoption placement
- Within 52 weeks of the first day of the week your baby was due, if it was born early

To be eligible, you must expect to have some responsibility for the child’s upbringing and be the:

- Child’s biological father
- Partner of the person having a baby (including same-sex partner)
- Child’s adopter, or the partner of the child’s adopter
- Intended parent (if you are having a baby through surrogacy)
- Person who a child is placed with under a fostering for adoption arrangement by the local authority or the partner of the person who a child is placed with

Paternity leave:

- Cannot start before the baby is born

You can get time off to accompany your partner (or the surrogate mother) to 2 antenatal appointments.

Paternity leave is different if you are adopting or fostering for adoption – see Section 0 below for more information on paternity leave for adoption or fostering for adoption.

7.2 Statutory paternity pay (including for intended parents following surrogacy)

You can find the latest statutory weekly rate of paternity pay on the government’s website:

<https://www.gov.uk/paternity-pay-leave/pay>.

To be eligible for statutory paternity pay, you must:

- Have been continuously employed by the school or trust for at least 26 weeks up to any day in the 15th week before the week the baby is due
- Be employed by the school/trust up until the date the baby is born
- Earn more than the minimum threshold set out on the government’s website (see the latest figure at <https://www.gov.uk/paternity-pay-leave/eligibility>)

Staff will usually be paid their statutory paternity pay during the week/s they are taking paternity leave.

7.3 How to claim statutory paternity leave and pay

You must notify the school (or, if you are a central team staff member or a headteacher, the trust) in writing at least 15 weeks before the week the baby is due:

- That you are having a baby, and are:
 - The child's father and/or
 - Married to, the civil partner of, or partner of the mother or birth parent
- The week the baby is due
- That you plan to take paternity leave

You must tell the school (or, if you are a central team staff member or a headteacher, the trust) at least 28 days before each period of leave:

- When you want your leave to start (for example, the day of the birth or the week after the birth)
- Whether you want to take 1 or 2 weeks' leave

If you want to change your period and/or dates of leave, you must give us 28 days' notice where reasonably practicable. In doing so, you must confirm that the purpose of the new period of leave is to care for the child or support your partner.

Please contact the Trust's HR provider for the forms required to claim leave and pay. They can be reached on hrservice@london.anglican.org.

7.4 Paternity leave and pay for adoption

To be eligible for paternity leave when adopting, you must:

- Have worked for the school or trust for at least 26 weeks by:
 - The end of the week you have been matched with a child for adoption in the UK, or
 - The date the child enters the UK for overseas adoption
 - The week you want your leave to start
- Be the adopter, or partner of the adopter (this includes same-sex partners)
- Not also be taking adoption leave and pay (see Section 0 below)

You:

- Cannot start your leave before the child is born
- Must end your leave within 52 weeks of the child's placement for adoption, or the child's arrival in the UK (for overseas adoptions)

You are also entitled time off to attend 2 adoption appointments after you have been matched with your child. Please contact the Trust's HR service on hrservice@london.anglican.org for information regarding whether these are to be taken as paid or unpaid leave.

To claim paternity leave for adoption, you must tell the school (or, if you are a headteacher or central team staff member, the trust) that you have been matched with a child within 7 days of this happening. You should also tell us:

- The date you were matched with your child

- The placement start date
- Whether you want to take 1 or 2 weeks' leave
- When you want the leave to start (if you want to change your start date, you must give us 28 days' notice)

To claim paternity pay for adoption, you need to tell us 28 days before you want the pay to start.

Please contact the Trust's HR provider for the forms required to claim leave and pay. They can be reached on hrrservice@london.anglican.org.

8 Adoption leave and pay (including for intended parents following surrogacy)

8.1 Eligibility

All staff employed by our school or trust are entitled to 52 weeks of statutory adoption leave, provided they are:

- Adopting a child through a UK adoption agency, or
- A local authority (LA) foster parent who has been approved as a prospective adopter (subject to the adoption agency or LA providing you with written notice that it:
 - Has matched you with a child for adoption, or
 - Will be placing a child with you under a fostering for adoption arrangement

This notice must also confirm the date it expects to place the child in your care and that you have agreed to the child being placed with you on that date.

In **surrogacy** cases, you are entitled to adoption leave if:

- A surrogate mother gives birth to a child who is biologically your child, the child of your spouse or partner, or both, and
- You expect to be given parental responsibility for the child under a parental order from the court. The child must live with you and you must apply for the parental order within 6 months of the child's birth

Adoption leave is made up of a maximum of 52 weeks of:

- 26 weeks of ordinary adoption leave, followed by
- 26 weeks of additional adoption leave

You will also get paid time off to attend 5 adoption appointments after you have been matched with a child.

Only 1 parent can take adoption leave – the other partner could get paternity leave instead (read more in Section 7 above).

8.2 Exceptions

You do not qualify for statutory adoption leave or pay if you:

- Arrange a private adoption

- Become a special guardian or kinship carer
- Adopt a stepchild or a family member

8.3 Starting leave

You can start ordinary adoption leave:

- Up to 14 days before the date the child is placed with you, or is expected to be placed with you (UK adoptions)
- When the child arrives in the UK or within 28 days of this date (overseas adoptions)
- The day the child is born or the day after (if you have used a surrogate to have a child)

In cases of **surrogacy**, ordinary adoption leave will start on the day the child is born, unless you are at work, in which case it will start the following date. This date cannot be changed

8.4 Notice periods for leave

Within 7 days of the agency or LA notifying you in writing of being matched with a child (or as soon as reasonably practicable), you must tell the school (or if you are a headteacher, or employee of the central team, the Trust):

- How much leave you want to take
- When you want to start leave
- The date the child is expected to be placed with you

Once you have received the matching certificate issued by the adoption agency or LA, you must provide your school (or if you are a headteacher / central team staff member, the Trust) with a copy.

If you'd like to change your intended start date, please tell us in writing. You should give as much notice as you can. Where possible, you must tell us **at least 28 days** before the original intended start date (or the new intended start date, if you are bringing the date forward).

The school or trust will confirm your leave start and end dates within 28 days of receiving your notice.

8.5 Adoption pay

The statutory adoption pay entitlements are set out below. Please contact the Trust's HR service provider at hrrservice@london.anglican.org for information regarding any occupational pay that would be available in addition to statutory entitlements.

You can receive statutory adoption pay for up to 39 weeks. The weekly amounts are:

- 90% of your average weekly earnings for the first 6 weeks
- At a weekly rate of statutory adoption pay for the next 33 weeks (see the latest weekly figure at <https://www.gov.uk/adoption-pay-leave/pay>)

You are eligible for statutory adoption pay if you:

- Have been on [the school's or trust's payroll continuously for at least 26 weeks by the week you are matched with the child. For overseas adoptions it is 26 weeks by the time you start receiving adoption pay
 - For **surrogacy**, it is the 15th week before the week the baby is due
- Earn more than the minimum threshold set out on the government's website – see the latest figure at <https://www.gov.uk/adoption-pay-leave/eligibility>
- Have complied with the notification requirements set out in this policy
- Submit proof of the adoption to your line manager (read about the proof you need at <https://www.gov.uk/adoption-pay-leave/how-to-claim>)

8.6 Notice periods for pay

You must give the school (or, if you are a headteacher or a central team staff member, the Trust) 28 days' notice:

- That you want to stop work and adopt a child
- When you want your statutory adoption pay to start

The school or trust will confirm within 28 days of this notice how much statutory adoption pay you will receive and when it will start and stop.

Overseas adoptions: you must tell us the date of your 'official notification' and when you expect the child to arrive in the UK within 28 days of getting the notification.

9 Shared parental leave and pay

Please see the Trust's separate shared parental leave and pay policy for further information. This policy can be obtained from your School Business Manager (or, in schools where this role does not exist, the Office Manager) or the Trust's central team by email to info@latmat.org.uk.

10 Neonatal care leave and pay

The statutory neonatal care leave and pay entitlements are set out below. Please contact the Trust's HR service provider at hrservice@london.anglican.org for information regarding any occupational leave and/or pay that would be available in addition to statutory entitlements.

You may be eligible for statutory neonatal care leave and pay if you or your partner have a baby that needs neonatal medical care. The baby must have been born on or after 6 April 2025, and must:

- Receive neonatal care for a minimum of 7 uninterrupted days, **and**
- Enter neonatal care within 28 days of being born

Neonatal care covers:

- Hospital treatment, including any treatment in a special care baby unit (SCBU), local neonatal unit (LNU) or neonatal intensive care unit (NICU)
- Treatment in a maternity home, clinic or hospital outpatient department

- Ongoing monitoring and home visits from healthcare professionals, directed by a consultant and arranged by the hospital where the child was an inpatient
- End-of-life (palliative) care

10.1 Eligibility for leave

You're eligible for neonatal care leave if you're taking leave to care for a child and you are:

- The child's parent
- The child's intended parent
- The partner of the child's mother
- The child's adopter or prospective adopter (or partner of the same) including where the child is adopted from overseas

You must also have or expect to have responsibility for the child's upbringing – or in the case of partners, the main responsibility apart from the child's mother or adopter.

You are eligible for neonatal care leave from the first day of employment at our school or trust.

10.2 When leave can start

You can start neonatal care leave after the baby has received 7 uninterrupted days of neonatal care, not counting the day on which the neonatal care started.

The first week of neonatal care before you can start neonatal care leave is called the "waiting period".

You can take neonatal care leave at any time after the waiting period, but you must take all leave within 68 weeks of the baby's date of birth.

During the waiting period you will most likely already be on maternity, paternity, adoption, or shared parental leave. However, if this is not the case and you need to take time off, please speak to your line manager. We will do our best to accommodate your needs, and you'll likely be able to take paid annual leave or unpaid time off for dependants.

10.3 How much leave you can take

The minimum period of neonatal care leave you can take is 1 week, and the maximum is 12 weeks.

Each uninterrupted week of neonatal care is called a "qualifying week". Part weeks are not included.

If you're adopting: a qualifying week only includes the time that the child spends in neonatal care after the date the child was placed with you or, for adoption from overseas, after the date the child entered Great Britain.

10.4 How it works

You must take any period of neonatal care leave in full weeks (meaning 7 consecutive days).

There are 2 tiers of leave:

Tier-1 leave starts after the waiting period and lasts until 7 days after the baby has left neonatal care.

You can either:

- Take tier-1 leave in 1 continuous period, **or**
- Split the leave into multiple periods of 1 or more whole weeks

If the child is discharged from neonatal care, but neonatal care starts again within the first 28 days after birth for a further qualifying week or more, the tier-1 period will resume until 7 days after neonatal care ends.

Tier-2 leave:

- Applies to any leave you take after the tier-1 period ends
- Can be taken up to 68 weeks after the child's birth
- Must be taken in 1 continuous block, in whole weeks

10.5 Giving notice to leave

We understand that it may be distressing to have a baby in neonatal care, and that it may be difficult for you to give us the necessary notice for neonatal care leave. If this is the case, please speak to your manager as soon as possible, and the school/trust will work with you to come up with an arrangement that works for you – this may, in certain circumstances, include an agreement to waive the requirement to give notice for leave.

Tier-1 leave (from when the baby has been in neonatal care for 7 consecutive days, until 7 days after they've left neonatal care)

- You must give us notice of neonatal care leave before you are due to start work. If you've already started work, the neonatal care leave will start on the following day
- If you need leave to continue, you must give us notice again by the end of the previous week
- You should tell us when the baby leaves neonatal care as soon as possible
- The notice does not need to be in writing

Tier-2 leave (when the baby left neonatal care more than 1 week ago)

- If you wish to take 1 week of leave, you must give us at least 15 days' notice before the first day of leave
- If you wish to take 2 or more weeks of leave, you must give us at least 28 days' notice before the first day of leave
- You should give us notice for leave in writing

10.6 Neonatal care pay

10.6.1 Eligibility

Staff eligible for neonatal care leave may also qualify for statutory neonatal care pay if they have:

- Been continuously employed by [the school / trust/ local authority] for at least 26 weeks by the end of the “relevant week”, which is the 15th week before the:
 - Expected week of childbirth, or
 - Week in which the adoption agency or local authority notified them of a match, or
 - Week before neonatal care starts (in any other cases)
- Received normal weekly earnings of not less than the government’s “lower earnings limit”, over an 8-week period ending with the “relevant week” (see above). See the government’s website for the latest “lower earnings limit”: <https://www.gov.uk/employers-neonatal-care-pay-leave/eligibility>

10.6.2 How much pay you can get

You can find the latest statutory weekly rate of neonatal care pay on the government’s website:

<https://www.gov.uk/employers-neonatal-care-pay-leave>.

Staff can only be paid statutory neonatal care pay for the whole weeks of neonatal care leave that they take.

10.6.3 Giving notice for neonatal care pay

Tier-1 period (from when the baby has been in neonatal care for 7 consecutive days, until 7 days after they’ve left neonatal care): you must give notice for pay within 28 days after the start of your neonatal care leave.

Tier-2 period (when the baby left neonatal care more than 1 week ago): if you want to take:

- 1 week of pay, you must give us at least 15 days’ notice before the first day of your tier-2 neonatal care leave
- If you wish to take 2 or more weeks of leave, you must give us at least 28 days’ notice before the first day of leave

10.7 Details you should provide when giving notice of neonatal care leave and pay

You should provide the following details to us, in writing, within 28 days after the start of your neonatal care leave:

- Your name
- The child’s date of birth
- The start and end dates of any period of neonatal care (if known)
- The date the period of neonatal care leave started or will start
- The number of weeks you have taken, or intend to take, neonatal care leave
- UK adoption cases: date of the placement
- Overseas adoption cases: the date the child entered Great Britain

You must also provide:

- A declaration that the purpose of your leave is to care for the child
- A declaration that you have parental responsibility for the child, if this is the first time you’re giving notice for neonatal care pay and leave

10.8 Cancelling neonatal care leave

You can:

- Cancel any future planned weeks of neonatal care leave that are due to start in tier 2. You should give written notice of at least 15 days for 1 week of leave, and at least 28 days for 2 or more weeks of leave
- Return early from tier 2 neonatal care leave by telling the school (or, if you are a Headteacher or central team staff member] at least 1 week in advance. However, you cannot return part-way through a week of neonatal care leave, as it must be taken in whole weeks

You cannot cancel notice for leave if the baby is in neonatal care or in the first week after (tier 1).

10.9 Taking neonatal care leave with other types of family leave

Taking neonatal care leave does not affect your entitlement to other types of family leave and pay, including:

- Maternity leave and pay
- Adoption leave and pay
- Paternity leave and pay
- Shared parental leave and pay
- Unpaid parental leave

If you are taking any of these types of family leave at the time the child starts neonatal care, you can take neonatal care leave after the other type of family leave ends. You should give the relevant period of notice (see Section 10.6.3) and written information (see Section 10.5) set out above.

If your neonatal care leave is interrupted by the start of another pre-booked period of statutory family leave (such as paternity leave, unpaid parental leave or shared parental leave):

- During a tier-1 period (where the baby is in neonatal care or it ended within the last week), you can resume the interrupted neonatal care leave period straight away after the other leave ends
- During a tier-2 period (where the neonatal care ended more than a week ago), you must add the remainder of the interrupted neonatal care leave onto any further period of neonatal care leave that you are intending to take

You must make sure that any neonatal care leave you're taking later than a week after the baby leaves neonatal care is not interrupted by the start of another period of family leave that you've booked. This is because you can only take tier-2 leave in a single block.

10.10 Additional support

The Trust and its schools acknowledge that each staff member's circumstances may differ. If you need additional support, please discuss this with your line manager. You can also reach out to the Trust central team and we will do our best to help you.

11 Antenatal care

For detailed information regarding the Trust's policy on Antenatal Care, please see the Trust's Maternity Policy.

11.1 Partners of pregnant staff and intended parents (in a surrogacy or adoption arrangement)

The following is the statutory minimum that partners and intended parents are entitled to. Please contact the Trust's HR service provider for information on any time off for antenatal care for partners or intended parents to attend parent-craft classes. Please email hrservice@london.anglican.org for more information.

You are entitled to time off to accompany the pregnant person to 2 antenatal appointments. You can take up to 6 and a half hours per appointment. Please contact the Trust's HR service provider at hrservice@london.anglican.org whether this time off is paid or unpaid.

This does not apply to partners of pregnant staff who are surrogates.

The school or Trust may request to see evidence of these appointments.

11.2 Antenatal care when having a child through IVF

You will be allowed time off for antenatal care only after the fertilised embryo has been implanted. For information on time off for fertility treatment and IVF, please see [the school's/trust's e.g. sickness and absence policy, which can be obtained from your school's School Business Manager, Office Manager or the Trust central team by email on info@latmat.org.uk.

12 Health and safety risk assessments during and after pregnancy

After a staff member has notified their line manager that they are pregnant, the school (or in the case of Headteachers and central team staff, the Trust) will review its workplace risk assessment in line with the staff member's role to make necessary adjustments, according to the provisions set out in the Trust's Maternity Policy.

13 Loss of a pregnancy

The loss of a pregnancy can be extremely painful, both physically and mentally. Our Trust and its schools are committed to supporting all staff members who suffer the loss of a pregnancy, whatever the nature of their loss or their length of employment. Please see the Trust's Maternity Policy for more information.

13.1 Miscarriage

This is where a loss of pregnancy happens before the 24th week. The main provisions for staff who have suffered a miscarriage can be found in the Trust's Maternity Policy. The Trust and its schools will consider requests for dependent leave from partners, adoptive parents and intended parents (if using a surrogate) after a miscarriage if eligible (see Section 18) on a case-by-case basis.

13.2 Stillbirth

This is where a baby is stillborn or dies after the 24th week of pregnancy. The main provisions for staff who have had a stillbirth can be found in the Trust's Maternity Policy. Staff whose partners have had a stillbirth, or whose babies are born alive at any point during the pregnancy are entitled to 1 or 2 weeks of leave and pay.

In addition, the birth parents, adoptive parents or parents of a child born to a surrogate are entitled to 2 weeks of statutory parental bereavement leave after finishing their maternity or paternity leave. More information about the Trust's parental bereavement leave can be found in the Trust's Sickness and Absence Policy.

More information on eligibility criteria for statutory parental bereavement pay can be found on the government website: [Statutory Parental Bereavement Pay and Leave: Overview - GOV.UK](https://www.gov.uk/statutory-parental-bereavement-pay).

14 Keeping in touch during leave

More information on keeping in touch during leave can be found in the Trust's Maternity Policy and Shared Parental Leave Policy. The provisions for KIT days also apply in the case of adoption leave.

15 Employment terms and conditions while on leave

You will retain all your employment terms and conditions while on leave, except for pay, which is replaced by maternity/adoption, paternity, shared parental or neonatal pay depending on what you are eligible for (read more about these types of pay in the sections above and in the Trust's separate Maternity Policy and Shared Parental Leave Policy). You are entitled to any improvements in employment terms and conditions during leave, including pay rises.

Maternity, paternity, adoption, shared parental and neonatal care leave are regarded as continuous employment for the purpose of calculating entitlement to statutory employment rights (such as redundancy, unfair dismissal rights and notice requirements).

15.1 Redundancy

The details regarding redundancy related to parental and family leave can be found in the respective policies:

15.1.1 Maternity Leave

Please see the Trust's Maternity Policy for details.

15.1.2 Adoption

Adoptive parents will be protected from redundancy from 18 months from placement for adoption.

15.1.3 Shared Parental Leave

Please see the Trust's and Shared Parental Leave Policy for details.

15.2 Pensions

You will continue to be entitled to pension contributions during periods of leave that are paid. Pension contributions will stop during any unpaid periods of leave. Please check your employment contract for more details. Should there be a difference between this policy provision and your contract, your contract terms and conditions will prevail.

15.3 Annual leave entitlements

Your annual leave entitlement will continue to accrue during periods of leave. You can take any holiday that you have accrued before or after your maternity, paternity, adoption or shared parental leave.

16 Returning to work after maternity, paternity, adoption, shared parental, or neonatal care leave

16.1 Your right to your job (all staff)

Please see the accurate provisions in the case of Maternity Leave and Shared Parental Leave in the respective policies. This section clarifies coverage for adoption leave and paternity leave

You are normally entitled to return to the same job in which you were employed under your original contract, and on terms and conditions that are at least as favourable, if you take:

- Adoption leave of no more than 26 weeks (in line with Maternity Leave provisions)
- Paternity leave, unless you take it consecutively with:
 - A period of unpaid parental leave (see section 19 below) of more than 4 weeks, or
 - Other statutory family leave where the total amount of leave is more than 26 weeks
- Neonatal care leave, unless you take it consecutively with:
 - A period of unpaid parental leave of more than 4 weeks, or
 - Other statutory family leave where the total amount of leave is more than 26 weeks
 - Unpaid parental leave of no more than 4 weeks

16.2 Where you have taken more leave than stipulated in section 17.1.1 above:

You are normally entitled to return to the same job in which you were employed under your original contract, unless the school or Trust has a good reason to offer you another job

If your job no longer exists or there have been changes to the organisation, the school / Trust will offer you a suitable alternative job that has the same or better terms or conditions

16.3 Returning to work earlier or later than agreed (adoption leave)

The notice periods highlighted in the Trust's Maternity Policy and Shared Parental Leave Policy (which reflect the notice periods in the Burgundy Book and the Green Book) also apply to staff on adoption leave. Please look at the detailed provisions in those policies, as they also apply in case of adoption.

17 Unpaid parental leave

This section refers to the rights that staff have to unpaid parental leave after they have finished maternity, paternity or shared parental leave. This should not be confused with maternity, paternity or shared parental leave itself.

17.1 What staff are entitled to

Staff can take up to 18 weeks of unpaid leave for each child and adopted child up to their 18th birthday. The limit on how much parental leave each parent can take in a year is a maximum of 4 weeks for each child.

You must take parental leave as whole weeks, rather than individual days. Note: a week is the amount of time that you normally work in a week (so a week is 2 days if you normally work on Mondays and Tuesdays only).

The purpose of the leave must be to look after your child's welfare, for example to:

- Spend more time with your child
- Look at new schools
- Settle your child into new childcare arrangements
- Spend more time with family, such as visiting grandparents

In an emergency or unexpected event, you may be required to take time off for dependants (as outlined in section 18) as opposed to unpaid parental leave or time off work.

You may be allocated more leave if your child is disabled, or for situations otherwise agreed. Please see the Trust's Absence Policy for more detailed information.

17.2 Eligibility

You are eligible for unpaid parental leave if the child is under 18 and you:

- Have been working at the [school / trust / local authority] continuously for 1 year or more
- Are named on the child's birth or adoption certificate, or you have or are expected to have parental responsibility by way of parental order or legal guardianship
- Are not a foster parent (unless you have secured parental responsibility through the courts)
- If you've decided to extend parental leave to e.g. contract workers or other groups not mentioned in this list, add these here

17.3 Giving notice

You must give your line manager or the Headteacher (or if you are a headteacher or central team staff, the CEO) at least 21 days' notice before the day you intend to start your leave. Explain if this must be in writing.

You must confirm the start and end dates in your notice.

17.4 Taking unpaid parental leave immediately after maternity, paternity, adoption, shared parental or neonatal care leave

Speak with your line manager if you wish to take unpaid parental leave immediately following:

- Maternity and adoption leave: Please see the provisions set out in the Trust's Maternity Policy.
- Paternity leave
- Shared parental leave
- Neonatal care leave

17.5 Postponing leave

The school / Trust will grant staff's requests for unpaid parental leave whenever possible and will ask staff to postpone their requested leave only for significant reasons (e.g. if it would cause serious disruption to the running of the school or trust. We will not ask staff to postpone leave if:

- It is being taken by the father or partner immediately after the birth or adoption of a child
- It means a staff member would no longer qualify for parental leave, e.g. postponing it until after the child's 18th birthday

If the school or trust postpones the leave, we will:

- Within 7 days of the original request, write to the staff member explaining why their leave has been postponed
- Suggest a new start date within 6 months of the requested start date
- Not change the amount of leave being requested

17.6 Staff rights during leave

Your employment rights, such as the right to pay and annual holiday, are protected during unpaid parental leave.

Where you are on unpaid parental leave for:

- 4 weeks or less: you are guaranteed the same job in which you were employed under your original contract, and on terms and conditions that are at least as favourable
- More than 4 weeks: you are guaranteed the same job in which you were employed under your original contract, unless the school/trust has a good reason to offer another job. If the job no longer exists or there have been changes to the organisation, the school/trust may offer you a suitable alternative job that has the same or better terms or conditions, if available.

18 Time off for dependants and compassionate leave

Please see the Trust's Absence Policy for the detailed provisions for time off for dependants and compassionate leave.

19 Early career teachers (ECTs): extending the induction period to reflect leave

Early career teachers (ECTs) who are serving their induction period or an extension to their induction period can decide to extend this period to reflect the number of days they have been absent due to:

- Maternity leave
- Paternity leave
- Adoption leave
- Shared parental leave
- Parental bereavement leave

The ECT should seek advice by discussing this with their line manager or the Headteacher before deciding.

The school/Trust will not make any outstanding assessments until the ECT returns to work and has had the opportunity to decide whether to extend (or further extend) their induction period. The school/Trust will grant such a request.

If the ECT chooses not to extend (or further extend) the induction period, the school/Trust will assess their performance against the Teachers' Standards.

20 Flexible working

All staff can request flexible working, not just parents and carers. However, becoming a parent or carer and looking after children might make you think again about your flexible working options.

To find out about the flexible working arrangements in the Trust and its schools, see our Flexible Working Policy and Maternity Policy.

21 Monitoring arrangements

This policy will be reviewed biennially and approved by Board of Directors of the Trust and the Schools' Local Academy Committees.

22 Links to other policies

This policy links to the following policies:

- Maternity Policy
- Shared Parental Leave Policy
- Staff Absence Policy
- Flexible working policy
- Health and safety policy
- Data Protection policy
- Professionalism and code of conduct
- Staff sickness and absence policy

ANNEX I – FORMS AND TEMPLATE LETTERS

For the relevant forms and template letters to use, please contact the Trust's HR service provider, Grow Education Partners by email to hrservice@london.anglican.org or contact the LDBS Academies Trust central team on info@latmat.org.uk.