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part of the



LDBS Academies Trust
LAT and LAT 2

Maternity Policy

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NOTE TO THE LOCAL ACADEMY COMMITTEES – MAY BE DELETED UPON LAC ADOPTION

This is the Trust-wide Maternity policy template. A space is foreseen above for the school to add its own school logo and name. A box is foreseen below 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 and LDBS HR conditions. Each Local Academy Committee (LAC) is requested to: (i) Approve this template; (ii) Ensure the policy is made available to staff via the school staff shared drive or intranet. (iii) Ensure local implementation complies with this template.

Version control update log:. Key improvements over the October 2023 version aimed at ensuring legal accuracy, compliance with current statutory requirements. It fully aligns with LDBS HR Ts and

Cs and implements The Key's recommended combined-policy structure for teaching and support staff.

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 Policy Statement

The LDBS Academies Trust is committed to supporting all employees through pregnancy and maternity. We recognise the importance of a safe, supportive workplace environment during pregnancy, childbirth, and the period following return to work.

This policy applies the statutory rights to maternity leave and pay established under UK law to all eligible employees. The policy also sets out the Trust's occupational maternity provisions, which exceed statutory minimums and apply equally to all eligible staff regardless of contractual status (full-time, part-time, fixed-term, or permanent).

All employees are entitled to statutory maternity leave and pay based on their length of service and National Insurance contributions. Occupational maternity pay is offered to eligible employees beyond statutory entitlements.

The Trust is committed to:

- treating all employees fairly and without discrimination based on pregnancy or maternity status;
- ensuring that no employee is disadvantaged in pay progression or performance management because of pregnancy or maternity leave;
- providing flexible and supportive arrangements during pregnancy, maternity leave, and return to work;
- complying fully with the Equality Act 2010 and all relevant employment law;
- maintaining consistency across all staff groups (teaching and support staff).

2 Scope

This policy applies to all employees of the LDBS Academies Trust and LDBS Academies Trust 2 (collectively, 'the Trust'). It covers:

- All permanent employees
- Fixed-term and temporary employees
- Full-time and part-time employees
- Employees employed under the Burgundy Book (teachers) and the Green Book (support staff) and those on other terms and conditions

This policy does **not** apply to:

- Agency workers, consultants, self-employed individuals, or casual/sessional staff. However, a relevant member of the school's senior leadership team will conduct a risk assessment for these groups where appropriate.

3 Definitions

To ensure clarity, the following key terms are used throughout this policy:

Expected Week of Childbirth (EWC) : The week beginning midnight between Saturday and Sunday in which it is expected that the baby will be born

Qualifying Week: The 15th week before the Expected Week of Childbirth. This week is important for determining eligibility for Statutory Maternity Pay (SMP) and for statutory notice requirements.

Ordinary Maternity Leave (OML): The first 26 weeks of maternity leave, to which all employees are entitled regardless of length of service.

Additional Maternity Leave (AML): The second 26 weeks of maternity leave, following OML, available to all eligible employees.

Statutory Maternity Pay (SMP): Payment from the state for eligible employees during maternity leave, paid by the employer on behalf of the state.

Maternity Allowance (MA): Enhanced pay, beyond statutory entitlements, provided by the Trust to eligible employees.

Occupational Maternity Pay: Enhanced pay, beyond statutory entitlements, provided by the Trust to eligible employees.

Keeping in Touch Day (KIT Day): An optional day worked during maternity leave, on which the employee receives their normal basic pay (inclusive of maternity pay) and the day does not count against the 10-day KIT entitlement or bring maternity leave/pay to an end.

Burgundy Book: The national agreement on pay and conditions of service for schoolteachers employed in maintained schools and some academies.

Green Book: The national agreement on pay and conditions of service for local government services (support staff).

Continuous Service: Unbroken service with the Trust; breaks in service will be assessed on a case-by-case basis.

4 Related Policies

This maternity policy should be read in conjunction with the following Trust policies:

- Family and Parental Leave Policy
- Shared Parental Leave Policy
- Flexible Working Policy
- Equality and Diversity Policy
- Health and Safety Policy
- Appraisal Policy (Teachers)
- Performance Management Policy (Support Staff)
- Redundancy Policy

- Sickness Absence Policy
- Pay Policy

5 Health and Safety

The Trust recognises that not all employees may wish to disclose their pregnancy early. However, it is important to create an environment that encourages employees to raise the matter with their manager at the earliest possible time. This enables the health and safety of the pregnant employee to be properly protected during the pregnancy period.

Employees should feel confident that they can disclose their pregnancy without fear of discrimination or disadvantage.

6 Risk Assessment

As soon as an employee has notified the school that they are pregnant, or if the school becomes aware of a pregnancy, the relevant member of the school's senior leadership team must carry out a pregnancy risk assessment in accordance with the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999. A template Risk Assessment template can be found in the Trust's Health and Safety Policy.

The risk assessment will consider:

- hazards present in the workplace (e.g. working at height, exposure to chemicals, heavy lifting, fatigue, stress);
- risk of harm to the pregnant employee or developing baby;
- control measures that can be put in place to mitigate risks.

A copy of the risk assessment will be provided to the employee. If you require a template or further guidance on pregnancy risk assessments, please contact the Trust central team.

The risk assessment will be reviewed at least every 3 months until the employee begins maternity leave. It may be carried out more frequently for employees who are struggling in their role, or receive updated medical advice.

When a staff member returns to work from maternity leave, the school (or Trust, in the case of headteachers or central team staff) will conduct an individual risk assessment that covers the staff member's specific needs if the staff member is:

- Returning to work fewer than 6 months after giving birth
- Breastfeeding (read more about support for staff who are breastfeeding in section 23 below)

7 Medical Suspension

If the risk assessment identifies that the employee cannot be adequately protected in their current role, the Trust will make all reasonable efforts to redeploy the employee into suitable alternative tasks that do not pose a risk.

If redeployment is not reasonably practicable, the employee may be suspended on **full pay** for as long as the risk exists. This is called **medical suspension** and the employee continues to be paid their normal salary.

Employees who refuse offered alternative duties may have their pay suspended. Employees in this situation are advised to contact their trade union for support and advice.

8 Antenatal Care

All employees who are pregnant are entitled to **reasonable time off on full pay** to attend appointments for antenatal care. This includes:

- medical examinations;
- ante-natal classes (where recommended by a registered medical practitioner);
- parenting classes.

Employees should:

- provide as much notice as possible to their manager to enable cover to be arranged;
- provide evidence of the appointment (a copy of the appointment letter or card).

The school will retain copies of appointment evidence on file. Employees should not lose pay or be penalised for attending essential antenatal appointments.

9 IVF Treatment

Employees who are on IVF treatment are encouraged to speak to their line manager about any time off they need during their treatment. Although there is no legal right for time off work for IVF treatment or related sickness, and the absences should to be treated like any other medical appointment or sickness, the Trust and its schools are keen to support staff undergoing IVF treatment and will consider reasonable requests for flexible working, paid time off, unpaid time off or holiday in this context.

10 Notification to Employer

Entitlement to maternity rights depends on the employee providing the school with appropriate information and notice.

10.1 Timing of Notification

Employees must notify the school of their pregnancy and provide the following information:

1. **Tell the school you are pregnant:** by the **15th week before the Expected Week of Childbirth** (the qualifying week). Earlier notification is welcomed and recommended.
2. **Provide a MATB1 Form:** This is the **Maternity Certificate**, completed by your registered medical practitioner or certified midwife and usually issued around the 22nd week of pregnancy. Provide the original or a certified copy to your school. Further information along with the official form is available here: www.gov.uk/maternity-certification

3. **Notify when you wish to start maternity leave:** You may start maternity leave on any date from **11 weeks before the Expected Week of Childbirth** onwards. You may choose any date within this window, provided you have given the correct notice (see below).
4. **Give notice of your start date:** Provide at least **21 days' notice** of the date you wish to commence maternity leave. If you change your mind about the start date, you must give the school at least **21 days' notice** of the new date.

10.2 Automatic Commencement

If you are absent from work due to a pregnancy-related illness or complication at any time from the 4th week before the Expected Week of Childbirth onwards, your maternity leave and pay will commence automatically on the first day of that absence, even if you had intended to work longer.

10.3 Written Confirmation

Within 28 days of receiving your notification of when you wish to start maternity leave, the school will write to you confirming:

- your expected start date for maternity leave;
- your expected return date, should you take your full entitlement;
- the maternity pay and leave you are entitled to.

If you do not intend to take your full maternity leave entitlement, you must inform the school when you intend to return.

10.4 Changing Your Return Date

If you wish to return to work on a date earlier than originally notified, you must give the school 8 weeks' notice of the new date. The school may not postpone your return beyond the date you have notified or beyond the last day of your entitlement to maternity leave.

11 Statutory Maternity Leave and Pay Entitlements

11.1 All Employees – Statutory Leave

The current government rate for Statutory Maternity Pay is available here:

<http://www.gov.uk/maternity-pay-leave>. All employees are entitled to up to 52 weeks of statutory maternity leave from the date they commence maternity leave, regardless of:

- length of service with the Trust;
- whether they work full-time or part-time;
- the nature of their contract (permanent, fixed-term, temporary).

The 52 weeks consist of:

- 26 weeks of Ordinary Maternity Leave (OML) – available to all employees;
- 26 weeks of Additional Maternity Leave (AML) – available immediately following OML.

You may remain on unpaid leave for any maternity leave period not covered by statutory or occupational pay entitlements.

11.2 Maternity Leave – When It Starts

Maternity leave begins on:

1. The date you have notified the school, provided this is within the 11-week window before the Expected Week of Childbirth; or
2. Automatically, if you are absent due to pregnancy-related sickness from the 4th week before the Expected Week of Childbirth.

Maternity leave cannot start more than 11 weeks before the Expected Week of Childbirth, except where the employee becomes unable to attend work due to pregnancy-related illness.

12 Statutory Payments – Eligibility and Calculation

12.1 Eligibility for Statutory Maternity Pay (SMP)

To qualify for Statutory Maternity Pay (SMP), you must meet all of the following criteria:

1. You have been employed by the Trust / Trust School for at least 26 weeks of continuous service by the Qualifying Week (the 15th week before the Expected Week of Childbirth);
2. You are earning at least the Lower Earnings Limit (currently £123 per week, subject to annual increase each April);
3. You are paying National Insurance contributions;
4. You are employed by the Trust / Trust School at the 15th week before the Expected Week of Childbirth (the Qualifying Week). If the Trust/Trust school's employment of you ends at any time after the Qualifying Week, you remain entitled to SMP even if you are no longer employed.

12.2 Calculation of SMP

If you qualify for SMP, payment will be made as follows:

- **First 6 weeks:** 90% of your average weekly earnings (calculated over the 8-week period ending with the Qualifying Week)
- **Weeks 7 to 39:** The statutory flat rate set by the Government for the relevant tax year (rates are updated each April)
- **Week 40 onwards:** No SMP – you may be entitled to occupational pay (see section 11) or unpaid leave

Note: Honoraria, temporary allowances, overtime, and bonuses are not included in the calculation of average weekly earnings.

12.3 If You Don't Qualify for SMP – Maternity Allowance (MA)

If you do not qualify for SMP (for example, if you have fewer than 26 weeks' continuous service, or you do not meet National Insurance requirements), you may be entitled to Maternity Allowance (MA) from the Department for Work and Pensions (DWP).

To apply:

1. Ask your school for form SMP1, which confirms you do not qualify for SMP;
2. Send the completed form to the DWP to apply for MA;
3. The DWP will assess your eligibility and pay MA directly to you if you qualify.

MA is typically paid for up to 39 weeks, but the rate and duration depend on your National Insurance contributions and employment history.

13 Occupational Maternity Pay

In addition to statutory maternity pay, the Trust offers occupational maternity pay to eligible employees. This exceeds national scheme requirements and demonstrates the Trust's and its schools' commitment to supporting all staff.

13.1 Eligibility for Occupational Maternity Pay

You are eligible for occupational maternity pay if:

- you have completed a minimum of 6 months of continuous service with the Trust / Trust school at the beginning of the 15th week before the Expected Week of Childbirth;
- you meet the other conditions for statutory maternity pay (26 weeks' continuous service, National Insurance contributions, etc.), or would meet them but for being employed for fewer than 26 weeks by the Trust / Trust school specifically (in which case SMP may still be available under MA provisions);
- your contract is with the Trust / Trust school, regardless of whether you work full-time, part-time, permanent, or fixed-term.

13.2 Occupational Maternity Pay – No Repayment Condition

The Trust has decided not to impose a condition requiring employees to repay any part of occupational maternity pay in the event that they do not return to work after maternity leave, provided they give contractual notice of resignation.

This is an enhancement by the Trust beyond national scheme requirements. While Burgundy Book (teachers) and Green Book (support staff) schemes permit employers to reclaim portions of occupational payment if return-to-work conditions are not met, the Trust has waived this condition.

13.3 Occupational Maternity Pay Options

If you are eligible for occupational maternity pay, you have a choice of two options:

Option 1: Enhanced Part-Pay Scheme

- **Weeks 1–6:** 9/10 of your normal basic pay (calculated to include SMP if applicable)
- **Weeks 7–36:** 5/10 of your normal basic pay (plus SMP if applicable)
- **Weeks 37–39:** SMP only (if eligible)
- **Weeks 40–52:** Unpaid leave (if you wish to extend to 52 weeks)

Option 2: Enhanced Full-Pay Plus Extended SMP Scheme

- **Weeks 1–6:** 9/10 of your normal basic pay (calculated to include SMP if applicable)
- **Weeks 7–21:** Full pay (including SMP if applicable)
- **Weeks 22–39:** SMP only (if eligible)
- **Weeks 40–52:** Unpaid leave (if you wish to extend to 52 weeks)

13.4 Choosing Your Option

You must inform the school which option you wish to take when you notify the school of your pregnancy and start date. You may change your mind only by mutual agreement with the Trust.

Whichever option you choose, you may remain on unpaid maternity leave for any balance up to the maximum of 52 weeks.

11.4.1 National Scheme Comparisons

For information only: The Trust's occupational maternity provisions exceed both the Burgundy Book (teachers) and Green Book (support staff) national schemes. Under national agreements:

- **Burgundy Book teachers** receive up to 4 weeks at full pay, 2 weeks at 90%, and 12 weeks at half
- **Green Book support staff** receive 6 weeks at 90%, 12 weeks at half pay plus SMP.

The Trust's Options 1 and 2 are more generous. This unified occupational scheme applies equally to all eligible employees, ensuring consistency and fair treatment.

14 Benefits During Maternity Leave

14.1 Pension and Non-Cash Benefits

While you are on maternity leave, you will continue to be entitled to:

- Pension contributions: Contributions continue to be calculated and paid as if you were at work receiving your normal salary;
- Non-cash benefits: These include private healthcare (where applicable), professional memberships, and other benefits provided under your contract of employment.

For the avoidance of doubt, non-cash benefits do not include wages, salary, or SMP.

14.2 Health and Safety Benefits

You retain all rights to a safe working environment and relevant protective measures should you return on keeping-in-touch days.

15 Loss of 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.

15.1 Stillbirth (After 24 Weeks)

In the event of a stillbirth after the 24th week of pregnancy:

- Your maternity leave will commence on the day after the birth, if it has not already started;
- You are entitled to your full maternity leave entitlement (52 weeks);
- You may return to work early (before the end of your additional maternity leave) if you wish, by giving 8 weeks' notice to the school.

15.2 Miscarriage (Before 24 Weeks)

We encourage staff who have had a miscarriage to speak to their line manager so that the Trust can support you as well as possible through what is a very difficult time. Staff who have had a miscarriage are, depending on the circumstances, entitled to 5 days of paid leave, which may be extended depending on individual circumstances.

The Trust will consider staff absence due to miscarriage as a pregnancy-related illness, which does not count when reviewing staff's attendance records. For more detailed information please consult the Trust's Sickness and Absence Policy, which can be obtained from your school's School Business Manager or, in schools where this role does not exist, the Office Manager.

16 Premature Birth

If your baby is born earlier than the expected week of childbirth:

- Your maternity leave and pay entitlements commence on the day after the date of birth;
- You must provide evidence of the birth: the original MATB1 Form, Maternity Certificate, or Birth Certificate.

The calculation of SMP and occupational pay will adjust accordingly based on the actual date of birth rather than the expected date.

17 Pay Progression and Appraisals

17.1 Statutory and Trust Commitment

The Trust is committed to ensuring that absence on maternity leave will not disadvantage you in pay progression, performance management, or appraisal outcomes. This is a statutory right under the Equality Act 2010 and is further protected by this policy.

17.2 Pay Progression and Annual Awards

All employees are entitled to receive any pay increase or increment that they would reasonably have obtained had they not been on maternity leave.

This includes:

- Annual pay awards (cost-of-living or performance-linked increases);
- Progression along pay scales (for teachers and support staff on defined scales);
- Incremental progression (for staff subject to incremental pay arrangements);
- Promotion (if applicable during your maternity leave – you should be considered on the same basis as other staff).

Backdating: Any pay increase will be backdated to the date it would have taken effect had you not been absent. Where applicable, Statutory Maternity Pay will be recalculated in the light of the pay increase (the Alabaster principle), and you will receive the additional benefit.

18 Appraisals During and After Maternity Leave

18.1 Teachers

- Your appraisal will continue to be managed in accordance with the DfE's appraisal regulations and the Trust's appraisal policy;
- During maternity leave, teaching and learning standards for the purpose of appraisal will not be assessed or commented upon;
- Any performance objectives will be reviewed and adjusted fairly to reflect your absence;
- You will not be required to use keeping-in-touch days specifically to meet appraisal requirements or teaching observations.

18.2 Support Staff

Your appraisal will follow the Trust's performance management procedures;

- During maternity leave, performance standards will not be assessed in a way that disadvantages you;
- Performance objectives will be adjusted fairly and any outstanding objectives will be reviewed on your return;
- You will not be required to use keeping-in-touch days specifically to meet appraisal requirements.

18.3 All Staff:

- Any pay decision linked to appraisal (such as pay progression or performance-related awards) will be made on the basis that you would have been appraised and assessed as normal had you not been absent;
- Absence on maternity leave will never be cited as a reason to defer, refuse, or reduce a pay increase that you would otherwise have received.

19 Keeping in Touch (KIT) Days

Keeping in Touch Days allow you to return to work during your maternity leave for up to 10 days without bringing your maternity leave or pay entitlements to an end.

19.1 Eligibility and Use

KIT days are optional and must be mutually agreed between you and your line manager. You may use KIT days for:

- attending INSET days or training;
- team meetings;
- school events;
- other work activities;

KIT days are not a compulsory condition of maintaining your right to return or to receive pay progression and are not a prerequisite for appraisals or pay decisions.

19.2 Payment for KIT Days

You will be paid at your normal basic rate of pay for each KIT day worked. This payment is inclusive of your maternity pay entitlement; you do not receive double payment. The day worked does not count towards your 52 weeks of maternity leave, your leave entitlement continues to run.

19.3 Flexibility and Support

- The timing and nature of KIT days should be discussed and agreed in advance;
- Managers should be flexible and supportive in arranging KIT days to suit both your needs and the school's needs;
- If you do not wish to take KIT days, you have the right to decline without affecting your maternity leave or pay entitlements.

20 Return to Work

20.1 Ordinary Maternity Leave

18.1.1 Your Right to Return

At the end of your Ordinary Maternity Leave (OML) period (26 weeks), you have an automatic right to return to work.

18.1.2 The Position You Return To

You will return to:

- The same job that you occupied before your maternity leave began;
- The same terms and conditions as if you had not been absent;
- No detriment to your pay, seniority, pension rights, or other employment terms.

18.1.3 No Disadvantage

Your absence on maternity leave will not disadvantage you in any way, including:

- performance management;
- pay progression;
- appraisal outcomes;
- access to training or development;
- promotion prospects.

20.2 Additional Maternity Leave (AML)

18.2.1 Your Right to Return from AML

At the end of your Additional Maternity Leave period (extending to 26 weeks beyond OML, up to 52 weeks total), you have an automatic right to return to work.

18.2.2 The Position You Return To

You will normally return to the same job that you occupied before your maternity leave began.

If it is not reasonably practicable to return you to the same role (for example, due to restructuring or redundancy that occurred during your leave), the Trust / Trust school will:

- Redeploy you to a job that is suitable and appropriate in the circumstances;
- Ensure the alternative role is on no less favourable terms and conditions than your original role;
- Maintain your seniority, pension rights, and similar rights as if your period of employment before and after AML were continuous.

18.2.3 Consultation on Return

If your role has changed during your AML period, the school will discuss the arrangements with you before your return date, where reasonably practicable.

20.3 Changing Your Return Date

18.3.1 Early Return to Work

If you wish to return to work earlier than your originally notified return date, you must give the school 8 weeks' notice of the new date in writing.

The school will confirm the new return date in writing within 10 school days.

18.3.2 Postponing Your Return

If you wish to return later than originally planned, you may do so by:

- giving the school at least 8 weeks' notice of the new date;
- ensuring the new date is within your entitlement to maternity leave (no later than 52 weeks from the start of leave).

The school may not postpone your return to a date later than:

- the date you have notified, or
- the last day of your maternity leave entitlement, whichever is earlier.

21 Sickness at Expected Return Date

If you are ill or injured at the time you are due to return to work:

- This will still count as return to work (not an extension of maternity leave);
- You should report your sickness in the usual way (following the school's absence reporting procedures);
- Any period of sickness should be certified in the same way as any other sickness absence;
- You will be paid according to the school's sickness pay policy (which may include occupational sick pay, depending on your contract).

22 Unpaid parental leave

This section relates to the rights that staff have to unpaid parental leave after they have finished maternity leave. It should not be confused with maternity leave itself. Please see the Trust's Family and Parental Leave Policy for further details.

23 Breastfeeding

Staff intending to continue breastfeeding after returning to work from maternity leave, are to speak to their line manager or headteacher as soon as possible so that the school / Trust can support you the best we can.

The school/Trust will provide a suitable area where staff who are breastfeeding can rest. Please contact your headteacher or school business manager for a suitable location.

Note that this area should:

- Be hygienic, safe, secure and private, so staff can express milk if they choose to – toilets are not a suitable place for this
- Include somewhere to store their milk, for example a fridge
- Ideally include somewhere to lie down

Staff who are breastfeeding are entitled to more frequent breaks. The staff member is to talk to their line manager to agree the timing and frequency of breaks.

24 Requests for Flexible Working

There is no automatic right to change from full-time to part-time work or to reduce hours. However, all employees have the right to have their request properly considered.

24.1 Your Statutory Right

You have a statutory right to request flexible working (flexible hours, reduced hours, remote working, or other arrangements) after your return from maternity leave.

24.2 How to Request

- Submit your request in writing to the school;
- Specify the flexible working arrangement you are requesting and when you would like it to start.

24.3 School Consideration

The school must:

- Seriously consider your request;
- Meet with you to discuss the proposal;
- Provide a written decision within 10 school days of your request, setting out the reasons for approval or refusal.

24.4 Right of Appeal

If your request is refused, you have the right to appeal to the Local Academy Committee by:

- writing to the Chair of the Local Academy Committee;
- setting out the grounds for your appeal.

The Local Academy Committee will reconsider the decision and respond in writing.

25 Redundancy During Maternity Leave

25.1 Organisational Change and Maternity Leave

The Trust recognises that organisational changes, including potential redundancies, may occur during your maternity leave. You have the same redundancy rights and protections as other employees.

25.2 Consultation and Right to Consultation

If your role is affected by organisational change or redundancy whilst you are on maternity leave:

- The school will write to you setting out the proposals;
- You will be invited to a meeting before any final redundancy decision is made;
- The school will make reasonable efforts to accommodate your availability (e.g. meetings by telephone or video if preferred);
- You will have the opportunity to be accompanied by a colleague or union representative.

25.3 Offers of Alternative Employment

The Trust will make every effort to offer you suitable alternative employment within the Trust before considering redundancy.

25.4 Redundancy Rights

Your redundancy rights and payments are not affected by your maternity leave status. You will be treated no less favourably than employees who are not on maternity leave.

25.5 Early Return to Work

If you choose to return early to participate in consultations or consider alternative roles, you may do so and your maternity leave and pay entitlements will continue as agreed.

26 Shared Parental Leave (SPL)

Subject to eligibility, you may be entitled to Shared Parental Leave (SPL) and Shared Parental Pay (ShPP), which allow eligible parents to share maternity leave and pay between them.

If you opt into the SPL scheme:

- You will forgo any remaining rights or entitlements under this maternity policy;
- You will be subject to the conditions and requirements of the Trust's Shared Parental Leave Policy.

For full details on eligibility, how to apply, and the benefits available under SPL, please refer to the Trust's Shared Parental Leave Policy (available from your Headteacher or the Trust central team).

27 Deciding Not to Return

If you have decided not to return to work after maternity leave, or if you are unsure, please raise this with your manager, your Headteacher or the Trust central team as early as possible. Early notice helps the Trust / Trust school plan effectively.

27.1 Notice of Resignation

If you decide not to return, you must:

- Give notice of resignation in accordance with the notice period set out in your employment contract
- Provide this notice in writing to the school.

27.2 Timing of Notice and Notice Period

Your maternity leave will run for at least the full length of your contractual notice period. This means:

- If your contract requires 1 month's notice and you have 8 weeks of maternity leave remaining, you will remain on paid maternity leave for the full 8 weeks
- Your pay entitlements (SMP and occupational pay) will continue during the notice period
- You will not be required to work your notice period during maternity leave unless you choose to do so.

Worked Example: If you give resignation notice effective 4 weeks from today, and you have 12 weeks of maternity leave remaining, your maternity leave will continue until the end of the 12-week period, and your notice period will expire after your leave ends.

27.3 Changing Your Mind

Once you have given notice of resignation, you cannot change your mind without the agreement of the school. If you wish to withdraw your resignation, please discuss this with your line manager, the headteacher or the Trust central team as soon as possible.

27.4 Right to Statutory Maternity Pay

Giving notice and deciding not to return does not affect your right to receive the full amount of Statutory Maternity Pay to which you are entitled.

28 Support and Further Information

If you have any questions about this policy or your maternity rights, please contact:

Trust central team

info@latmat.org.uk