



INSPIRING EXCELLENCE TOGETHER

Children First Learning Partnership Ordinary Parental Leave

V1

The Ordinary Parental Leave Policy in respect of the Children First Learning Partnership has been discussed and adopted by the Directors Board

Chair of Board	Mrs N Chell
Responsible Officer	CEO – Mrs A Rourke
Agreed & ratified by the directors	21.05.2026
To be reviewed	May 2027

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This information can be made available in a range of formats and languages including Braille and large print.

If this would be useful, please contact the Headteacher.

1.0 Scope of policy

The policy applies to all employees but does not form part of the contract of employment or any other contract to provide services and can be amended from time to time in consultation with the recognised trade unions.

The policy does not apply once you have left our employment or agency workers, consultants, self-employed contractors or volunteers.

This policy has been implemented following consultation with our recognised Trade unions.

Decisions will be made in line with the scheme of delegation.

2.0 What is ordinary parental leave (OPL)?

This is time off for employee's who are a parent or who have parental responsibility for a child, up to age of 18.

This is usually planned in advance and is used to look after or make arrangements for the child's welfare. It could also be for you to spend time with them, care for them when off school sick, go to school open days or events, school holidays, visit grandparents and settle into new childcare arrangements.

If you have a Special Guardianship Order for a child you will also be able to apply for Parental Leave. However, if you are a foster or kinship carer, you would not usually have parental responsibility.

3.0 Is the leave paid or unpaid?

This type of leave is unpaid.

4.0 Who can apply for Ordinary Parental leave?

If you are an employee, you can request unpaid ordinary parental leave, regardless of your length of service or hours worked, subject to Section 2 above.

5.0 How much leave can I take?

A maximum of 18 weeks for each child, can be taken before their 18th birthday.

The entitlement is for the child rather than for employer, hence if you change employers, any previously taken ordinary parental leave should be deducted from your overall entitlement (see [Section 8](#)).

You cannot normally take more than 4 weeks in any year unless agreed otherwise by us.

A week's parental leave is equal to the length of time that you normally are required to work in a week. If your working week varies, the time off is based on an average working week.

Whilst the legislation currently outlines that you can take time off in blocks of a week, we allow employees to take time off in shorter periods of a minimum of 'half a day'.

Each year begins from the date you first became entitled to parental leave for the child in question. So, it will normally be a year from your child's birth date / adoption placement date.

6.0 How to Apply

Application for parental leave must be made to your Headteacher via your local procedure.

The following minimum notice should be given:

Up to 2 days leave:	1 calendar weeks' notice
3 days – 1 week:	2 calendar weeks' notice
Longer periods:	3 calendar weeks' notice

Your Headteacher has discretion to consider your individual circumstances and waive notice.

Records of all parental leave granted will be recorded throughout your employment.

7.0 Delaying Leave

We may postpone or delay the leave you request if we have

- a significant business reason, for example, it would cause serious disruption to the service, or perhaps if there is a critical statutory deadline.

If we do postpone it, we will:

- write (including email) to you explaining why, within 7 days of the original request (this will be after having an initial conversation with you about our intentions)
- suggest a new start date – within 6 months of the requested start day
- ensure the length of leave is equivalent to your original request

Where a request for parental leave is postponed, you may also be able to raise this as an issue through the Resolving Grievances policy.

We won't postpone or delay the leave you request if

- you, as the father or partner, are taking it immediately after the birth or adoption of a child (which could be after parent support/ paternity leave).
- it means that you would no longer qualify for parental leave, e.g. postponing it until after the child's 18th birthday.

8.0 Carrying over leave from a previous job

Parental leave applies to each child not to an individual's job. We may ask for evidence of the amount of OPL already taken with one or more previous employers.

9.0 Further Advice

If you need any further information about any aspect of this policy, please initially speak to your Headteacher. HR Providers can also provide additional clarification and advice in respect of this policy.

10. Reviewing the Policy

This policy will be reviewed annually unless there is a requirement to do so before due to legislative or best practice changes.

11. Community Impact Analysis

We consider carefully how the decisions we make affect people who share different protected characteristics (race, disability, sex, gender re-assignment, religion, belief, sexual orientation, age, marriage and civil partnership, pregnancy and maternity).

The Community Impact Analysis, available to support our family leave policies, highlights the inclusive, equitable and responsive approach we take to supporting the diverse needs of our workforce, whilst fostering a supportive working environment for parents.

12. Version History

Version	Author (s)	Reason for Change	Date
1.0	SCC	New suite of separate family leave policies (reimagined people policies)	31.03.2026