



INSPIRING EXCELLENCE TOGETHER

# Children First Learning Partnership

## Parent Support Leave

### (Paternity or Maternity/Adoption Support Leave)

V1

The Parent Support 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 Parent Support Leave?**

Parent Support Leave is paid time off from work for you to provide care to your baby/child or support to the birth parent/mother or the primary adopter after placement. It is available to take place at the time of a child's birth or adoption placement. If you are having a child through a surrogacy arrangement (and becoming their legal parent eligible for a parental order) you may also be eligible for paternity or maternity/adoption support leave.

There are 2 types of parent support leave available:

- Paternity Leave – this is statutory leave entitlement, where eligibility criteria is met,
- Or
- Maternity/Adoption Support Leave – this for employees who are employed on NJC terms only.

Note: Where eligibility criteria are met for both of these, only one can be taken (see below).

## **3.0 Eligibility**

### **a) Who can apply for paternity leave?**

You, as an employee, need to

- have or expected to have responsibility for the child's upbringing.

And are either:

- the biological father, or
- mother/birth parent's spouse/partner (including same sex), or
- primary adopters' spouse/partner or
- the intended parent (if you're having a baby through surrogacy arrangement).

You also need to have worked for us continuously for 26 weeks ending

- in the 15<sup>th</sup> week before your baby is due, or
- in the case of adoption, 26 weeks ending in the week you are matched with the child, or
- for overseas adoptions, the date the child enters Great Britain or when you want your pay to start.

If you don't meet the service requirement for paternity leave but fulfil the other elements outlined above, you may still be entitled to take Maternity/Adoption Support Leave.

## **b) Who can apply for maternity/adoption support leave?**

You, as an employee, need to be either:

- the child's father or the partner (including same sex), OR
- nominated carer of an expectant mother/birth parent at or around the time of birth. A nominated carer is the person nominated by the mother/birth parent to assist in the care of the child and to provide support to the mother/birth parent at or around the time of the birth. For instance, it could be in circumstances where the child's father or mother's partner is in the armed forces and on tour at the time of the birth or placement, and you take on that role.

There is no length of service requirement for maternity support leave, but you have to be employed under NJC national terms and conditions. Your contract will outline the terms you are employed under.

## **4.0 How much time-off is available?**

### **a) Paternity Leave**

If you meet the eligibility criteria, you can take one OR two complete weeks' leave, together or separately (it cannot be taken in odd days).

You can choose to start your leave on any day of the week:

- from the date of your child's birth (whether this is earlier or later than expected), or from another date as long as it is after the birth.
- from the date your child is placed with you (adoption) or from another date as long as it is after your child has been placed with you.

You need to have taken the time off:

- within 52 weeks of the actual birth or the placement of your child; or
- if your child is born early, within the period from the actual birth up to 52 weeks after the expected week of childbirth.

Only one period of leave is available to you irrespective of whether more than one child is born, or more than one child is placed with you, at the same time.

## **b) Maternity/Adoption Support Leave**

Maternity Support Leave is 5 days leave (pro rata for part time) to assist in the care of a baby /child and to provide support to the birth parent / mother / primary adopter at or around the time of the birth or adoption placement. These can be taken in single days.

If you are taking this type of leave, due to not being eligible for Paternity Leave on the grounds of insufficient service, the leave can be taken within 52 weeks of the child's birth or placement.

## **5.0 How much am I paid for these types of leave?**

### **a) Paternity Pay**

Subject to meeting the eligibility requirements as above, your payment is also based on your terms and conditions of employment:

### **For Employees on NJC (Green book) terms and conditions**

During **week 1** you will be entitled to normal pay (offset against any entitlement to Statutory Paternity Pay (SPP) during this period).

During **week 2** you will be entitled to SPP paid at a fixed flat rate (or 90% of your average weekly earnings whichever is the lesser).

## **For Employees on Teachers terms and conditions**

You will be entitled to Statutory Paternity Pay paid at a fixed flat rate per week (or 90% of your average weekly earnings, whichever is the lesser) for one or two weeks, depending on how many weeks leave you take.

### **b) Maternity/Adoption Support Leave**

For employees employed under national NJC (Green Book) terms and conditions only:

You will be entitled to up 5 days leave at normal pay (pro rata part time).

## **6.0 How do I apply for the leave and pay?**

### **a) Requesting Paternity Leave**

You need to notify your Headteacher before the 15<sup>th</sup> week before the baby is expected (unless it is not reasonably practicable) or in the case of adoption within 7 days of being notified that a child has been matched with you.

There is certain information you need to provide as part of your request:

- Your intention to take paternity leave;
- The week the baby is due or the child is expected to be placed for adoption (and the date when you were notified that you were matched with a child for adoption);
- Whether you wish to take one or two-weeks leave;
- When you want the leave to start;
- A copy of the birth parent/mother's MATB1 (Maternity certificate) or Matching Certificate (Adoption), copy of letter from the Adoption Agency (Fostering to Adopt) or, a copy of the statutory declaration, signed in presence of legal professional, that you will apply for a parental order for the child with your partner/spouse (surrogacy).

You can change your mind about the start date of leave provided you give your Headteacher at least 28 days' notice, unless this is not reasonably practicable.

If you do not qualify or are not eligible for Statutory Paternity Pay (SPP), you may be able to receive an income support allowance direct from the Department of Working Pensions (DWP) or Jobcentre Plus.

Our Payroll team will provide you with an SPP1 form which you will need to complete and send directly to these organisations.

## **b) Requesting Maternity/Adoption Support Leave**

In order to take maternity/adoption support leave, **you must be nominated by the birth parent/ mother/ primary adopter in writing that you** are to be their main carer at or around the time of the birth.

- Provide your Headteacher with written notice of your intention to take Maternity/Adoption Support Leave.
- This should be done as early as possible, ideally at least 28 days before the expected week of childbirth (EWC)/ placement.
- Include the expected date of childbirth/ placement and your relationship to the mother/birth parent/primary adopter.
- You may be asked to provide a copy of the MATB1 form (issued by the midwife or doctor)/ Matching Certificate/statutory declaration (surrogacy). etc.

Any requests will be sent to your Headteacher for approval in the normal way.

## **7.0 What else can I apply for to spend time with my baby or child?**

You can consider our Flexible Working Policy which provides you with an opportunity to request a change your working arrangements, such as reduced hours, varying your working pattern etc. You should make an application even if your request is for a temporary period to bond with your child and support the birth parent or primary adopter.

You could also consider Shared Parental Leave and Ordinary Parental Leave.

## **8.0 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.

## 9.0 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.

## 10.0 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.

The completed community impact analysis to support this policy is available on request.

## 11.0 Version History

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