Applecroft School



Paternity Leave Policy

Review Cycle:	**Annually**
Person Responsible:	**Finance & Business Manager**
Date of Issue:	**October 2026**
Review Date:	**October 2027**

The Professional Associations and/or Trade Unions have been consulted on this policy, and the school has adopted the contents based on HFL Education recommendation.

Paternity Leave Policy

1) Introduction:

School Vision:
'To be a positive and inspiring community that nurtures each individual and empowers leaders for life'.

School Mission Statement:
'Nurturing Potential, Inspiring Minds, Changing Lives'.

School Values:

- Ambition and Leadership
- Kindness and Supportiveness
- Respect and Honesty
- Determination and Resilience.

2) Scope:

You may wish to take Statutory Paternity Leave if you and your partner are:

- Having a baby
- Adopting a child
- Having a baby through a surrogacy arrangement

This policy does not form part of any employee's contact of employment, and it may be amended at any time.

3) Eligibility

To qualify for paternity leave and pay, you must:

- Be the biological father of the child, or the spouse, civil partner, or partner of the child's mother (or main adopter), be the child's main adopter or the intended parent (if you're having a baby through a surrogacy arrangement)
- Be responsible for the child's upbringing
- Be taking time off to look after the child or to support your partner

And in addition to the above, to qualify for paternity pay, you must:

- have 26 weeks' continuous service by the end of the 15th week before the week in which the child is expected (for birth); or
- have been continuously employed by us for at least 26 weeks up to any day in the week they were matched with a child (UK adoptions); or
- have been continuously employed by us for at least 26 weeks by either the date the child arrives in the UK or by the week that you want pay and leave to start (overseas adoptions)

4) Entitlement

Statutory Paternity Leave may be taken in a single block of one week or two consecutive weeks or two separate blocks of one week, however not in odd days and must be completed within 52 weeks of the birth or placement of your child with you (or due date if the baby is born early).

Paternity leave and pay can start from the date the child is born, or the date they are placed with you, or

the date that the child arrives in the UK (overseas adoption), or within the first 52 weeks after that date.

Only one period of leave will be available to you irrespective of whether more than one child is born as the result of the same pregnancy.

On return from paternity leave you are entitled to return to the same role, with the same terms and conditions of employment. You should not be disadvantaged, treated unfairly, or dismissed as a result of taking paternity leave.

For part-time employees paternity leave and pay will be pro-rata as per your weekly hours worked.

5) Notification

You must provide at least 28 days' notice of your intention to take paternity leave by completing the paternity leave notification form and forwarding it to the Headteacher. This notice will include whether you wish to take one or two weeks' leave and whether you wish to take these weeks as two separate one week blocks, or as a continuous period of two weeks. You should also state when you wish to start your leave.

You may change the date of your paternity leave with at least 28 days' notice unless this is not reasonably practicable. If requested, you must provide proof of adoption such as a letter from an adoption agency or a certificate matching you to a child, within 28 days of the request.

5.1 Birth

You need to provide the Headteacher with the baby's due date by the end of the 15th week before the expected week of childbirth.

You should confirm the actual date of the birth with your Headteacher / line manager, who should in turn notify the payroll section in order that the appropriate paternity payments may be made.

5.2 UK adoption placement

You must tell us the date that you were notified of being matched with a child, and, within 7 days of this notification, when you expect the placement to start, or when it started if the child has already been placed with you.

5.3 Overseas adoption placement

You must tell us the date that the main adopter received an official notification of the adoption and the date that the child is expected to enter the UK, or if they have already entered the UK, the date that they entered. This must be provided within 28 days of either the receipt of the official notification, or the completion of at least 26 weeks of employment.

You must give at least 28 days' notice of when you want your paternity leave to start, or as soon as possible thereafter where there is a good reason for not having done so earlier.

5.4 Surrogacy

In addition to the birth notification requirements in 4.1, you must give us a written statement confirming that you intend to apply for a parental order in the 6 months after the child's birth, and that you expect the court to give you that order.

6) Statutory Paternity Pay

Statutory Paternity Pay (SPP) is paid after the qualifying period at the current rate of SPP or 90% of the employee's average weekly earnings, whichever is the lowest. Employees who earn less than the Lower Earnings Limit will not qualify for SPP.

6.1 Teachers

Please note there is no contractual entitlement to paternity pay for teachers over and above the statutory provision set out above, therefore teachers will be entitled to up to two weeks' Statutory Paternity Pay.

6.2 Support Staff

Support staff will be entitled to one week's full pay plus one week's Statutory Paternity Pay.

7) Antenatal appointments

The child's father, and partners of pregnant women, are entitled to unpaid time off to attend two antenatal appointments. Time off is capped at six and a half hours for each appointment including travel and waiting time.

This also applies to time off to attend two appointments with the surrogate mother, or time off to attend two adoption appointments after you have been matched with a child.

If you would like to make a request for time off to accompany someone at an antenatal appointment you should in the first instance contact the Headteacher.

You should endeavour to give the Headteacher as much notice as possible of when you need the time off for the antenatal appointment and, wherever possible, try to arrange appointments as near to the start or end of the working day as possible.

You may be asked to provide proof of antenatal appointments.

8) Flexible working

Prior to or when you return from paternity leave if you wish to be considered for part-time hours, you must apply in writing under the flexible working policy. Please see the flexible working policy.

9) Shared parental leave

Shared Parental Leave (SPL) enables employees to share the untaken balance of leave and pay as shared parental leave and pay with their partner. You can take Paternity Leave after you have taken SPL.

For more information, please see the Shared Parental Leave Policy.

10) Statutory Parental Bereavement Pay Leave

You are entitled to paternity leave or pay if your baby is stillborn from 24 weeks of pregnancy or born alive at any point during the pregnancy. You may also be eligible for Statutory Parental Bereavement Pay and Leave, please see the separate policy.

11) Return to work

If you return to work after a period of isolated paternity leave you have the right to return to the job in which you were employed before the absence.